

**SAFETY,
HEALTH, AND
ENVIRONMENTAL
MANUAL**

INTERNATIONAL VERSION

For Managers and Supervisors of Church Employees

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THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS
THE PRESIDING BISHOPRIC
50 EAST NORTH TEMPLE STREET, SALT LAKE CITY, UTAH 84150

November 15, 2000

To: General Authorities, Area Authority Seventies, and the following leaders and administrators: Managing Directors, Directors, Managers, and Supervisors

Dear Brethren and Sisters:

International Safety, Health, and Environmental Manual

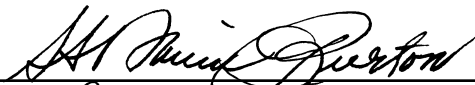
This manual has been prepared for managing directors, directors, managers, and supervisors in the international area. It includes general policy and procedure information, technical guidelines, and forms. Using it will help provide a safe and healthy work environment for employees and others who use Church facilities.

Please become familiar with this manual and use it to help prevent on-the-job injury and illness. Make sure the manual is easily accessible to all employees.

Thank you for helping make sure Church employees work in a safe and healthy environment. If you have questions, please contact those in your department or building responsible for safety and health, or contact the Risk Management Division using the phone numbers on page 1-3 of the manual.

Sincerely,

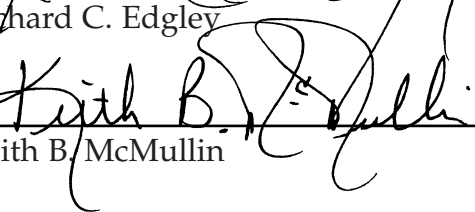
The Presiding Bishopric



H. David Burton



Richard C. Edgley



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1. Introduction

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1. Introduction

Scope and Purpose

The Church desires to protect the safety and health of its employees, volunteers, and others who visit and use Church facilities and services. Preventing injuries and illnesses is a high priority at all times.

This manual is for managing directors, directors, managers, and supervisors of employees and volunteers. Each Church department should determine how the terms *manager*, *supervisor*, *employee*, and the general terms *management* and *supervision* used in this manual apply to their unique function. Whenever the term *employee* is used, it may also refer to anyone entering or using your facility.

This manual outlines safety, health, and environmental requirements and guidelines that all Church employees should follow. It is the responsibility of managers and supervisors of Church employees to be familiar with this manual and train employees and volunteers in the safety, health, and environmental requirements that apply to them. In addition, Church departments should use the instructions, guidelines, and forms as they specifically apply to their departments.

The contents of this manual are intended to help prevent occupational injuries and illnesses. However, the contents of this manual should not be considered to contain all requirements as they relate to the actual location where you are employed. **The policies and procedures in this manual do not create a binding contract or any other liability on the Church.**

If you have questions about additional requirements for your department or facility, contact the Risk Management Division for assistance.

Using This Manual

This manual is designed so topics can be easily found. The index lists individual topics. There is a general contents page at the beginning of the manual, and each section has a detailed contents page. See the glossary for definitions and explanation of terms.

Check boxes are used in the text to indicate steps or items that should be done. Bullets are used to indicate a list of items.

Following are suggestions for using this manual.

- Use the material in the manual to train employees in safety, health, and environmental issues.
- Make the manual available for employees to review as needed.
- Copy portions of the manual that apply directly to employees and discuss them with the employees.
- Make copies of the checklists in this manual and use them (*a*) to help carry out procedures and (*b*) to follow up on items that still need to be done.

Responsibilities

The following are specific responsibilities of the managers; supervisors; safety, health, and environmental coordinator; and employees and volunteers. Responsibilities are further explained in other sections of this manual.

Managers

Managers should support safety, health, and environmental programs. Each manager should make reasonable efforts to implement the guidelines in this manual. Managers and supervisors should establish and maintain:

- A safe, healthful work environment.
 - An incident and injury prevention program.
 - Training meetings and programs to improve the safety and health of employees and volunteers.
 - An incident reporting and investigation system.
 - An active safety and health committee.
 - A safety inspection program.
 - A safety and health bulletin board.
-

Supervisors

One of the many responsibilities of supervisors is to help establish a safe and healthful work environment for each employee and volunteer. To do this, supervisors should:

- Conduct an orientation for all employees who are new, rehired, or transferred from another department. Use the [Employee Safety Orientation Checklist](#) (see the "Forms" section) or a customized department orientation checklist.
 - Conduct an orientation for all volunteers.
 - Ask the employee to review and sign the completed checklist. Then the manager or supervisor signs the form.
 - Send the signed checklist to your local Human Resource office.
 - Provide necessary personal protective equipment and train employees in its use and how to properly care for it.
 - Take part in safety inspections and investigations to identify and eliminate job hazards.
 - Consider employee [safety action requests](#) (see "Forms" section) and suggestions for safety and implement them as appropriate.
 - Train, as needed, both new and experienced employees in safe and efficient ways to accomplish each job or task.
 - Review incident trends and establish methods for preventing incidents.
 - Attend and participate in general safety meetings and safety and health committee meetings.
 - Request that Workers' Compensation reports, if applicable, be submitted on time.
 - Follow the progress of injured workers and show concern in their recovery and return to work.
-

Safety, Health, and Environmental Coordinator

Each department should appoint someone as the safety, health, and environmental coordinator. This person should help implement and administer routine safety, health, and environmental programs. The coordinator should also be involved in:

- Training and communicating safety, health, and environmental requirements.
- Maintaining records to furnish required reports, graphs, trends, and other information.
- Participating in department safety committee functions.
- Representing the department in meetings with Risk Management and regulatory agencies.
- Participating in emergency planning and disaster recovery exercises.
- Reporting to the department director on safety, health, and environmental issues.
- Maintaining required regulatory agency reports.
- Maintaining a department safety bulletin board.

- Participating in incident investigation activities with supervision.
- Participating in hazard recognition and control functions.

Employees and Volunteers

Employees and volunteers should follow the safety and health procedures outlined for them by their supervisors. Many of these procedures are outlined on the [Employee Safety Orientation Checklist](#) (see “Forms” section). For example, employees should:

- Observe general safety and health rules.
- Participate in safety and health meetings and safety training.
- Review motor vehicle safety guidelines if they operate vehicles on the job.
- Use proper manual lifting techniques.
- Report any job-related injury or illness to their supervisor and promptly seek treatment.
- Notify health care providers if the injury or illness was job-related.
- Report hazardous co-worker behavior or other hazardous conditions promptly to the supervisor or safety and health committee representative. Get the [Safety Action Request](#) (see “Forms” section) from their supervisor and use it to report such conditions.
- Keep aisles, walkways, stairways, exit doors, and working areas clear of obstacles and hazards that could cause accidents.
- Become familiar with the location of emergency exits and evacuation procedures.
- Become familiar with the location and use of emergency equipment, such as fire extinguishers and fire alarms.
- Use equipment and tools after receiving proper operating, maintenance, and safety training.
- Observe hazard warning signs and labels.
- Not use alcohol and other drugs that impair judgment or functioning.
- Not work while under the influence of medications, prescription or nonprescription, that impair judgment or functioning.

Risk Management Division Services

Information and assistance about environmental, occupational health, loss control, and safety management services are available through your area office representative or the Risk Management Division at Church headquarters for each case. Where possible, questions and concerns about these issues should be resolved with your department management. When help is needed, please contact the Risk Management Division.

Risk Management Division, Floor 16
50 East North Temple Street
Salt Lake City, UT 84150-3630

Direct:
1-801-240-4049

Toll free in the United States and Canada:
1-800-453-3860, extension 2-4049

2. General Guidelines

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2. General Guidelines

Introduction

This section describes general policies for managers and supervisors to help employees have a safe and healthy work environment. More specific policies and guidelines are discussed in other sections of this manual.

Safety and Health Committee

Managers and supervisors should help establish a safety and health committee where there are three or more employees in the workplace. Church operations at single locations with multiple departments or groups may have one committee with representatives from each department or group.

The purpose of the safety and health committee is to:

- (1) help prevent accidents;
 - (2) evaluate safety, health, and environmental conditions in the workplace;
 - (3) recommend, train, and help implement changes to improve conditions; and
 - (4) determine what local laws apply.
-

Setting Up a Safety and Health Committee

Managers and supervisors should use the following guidelines to set up a Safety and Health Committee:

- Determine the size of the committee. The committee can be any size that best serves the needs of the operation.
 - At least one management representative serves on the committee.
 - Employees appoint peers to represent them on the committee. These representatives serve up to one year. If a vacancy occurs, a new representative should be appointed.
 - The committee should designate a chairperson to conduct meetings.
 - The committee determines the length and frequency of meetings; however, it is recommended that they meet at least monthly.
 - The committee should appoint a secretary to keep records.
-

Committee Responsibilities

Following are the general responsibilities of the safety and health committee:

- Help managers and supervisors conduct safety inspections of work areas and report potentially dangerous situations.
- Review [incident reports](#) to discover trends and determine how to prevent incidents.
- Receive and evaluate employee safety suggestions and [safety action requests](#).
- Review job procedures and recommend ways to improve safety.
- Promote and publicize safety.
- Maintain the [Safety and Health Committee Meeting Record](#) (see “Forms” section) to document attendance and discussion topics. This form will help committee members organize and report on safety and health committee meetings.
- Keep copies of the [Safety and Health Committee Meeting Record](#) on file for one year and give copies of each meeting record to management for review.
- Post the most current copy of the [Safety and Health Committee Meeting Record](#) on the designated safety bulletin board.

Safety Meetings

Managers and supervisors should schedule regular safety meetings to be attended by all employees. The frequency of these meetings is determined by department management. It is suggested meetings be held monthly for industrial areas and quarterly for office areas. Safety and health concerns may be agenda items on regular department, division, section, or group staff meetings.

The purpose of safety meetings is to:

- Discuss general safety information.
- Review safety committee reports.
- Address safety suggestions.
- Generally promote health and safety.

The [Safety Meeting Attendance Record](#) (see “Forms” section) may be used to organize and report safety meetings held. Departments should keep the form on file for one year.

Safety Inspections

Safety inspections are important to help identify and eliminate hazards. Inspections also provide employees and management a forum to discuss safety concerns. Supervisors and committee members should use the following guidelines for conducting safety inspections:

- Conduct general monthly (and more often as necessary) safety and health inspections.
 - Identify the work area to be inspected.
 - Define the items and conditions to be inspected using the [Safety and Health Inspection Checklist](#) (see “Forms” section) as a guide.
 - Record and report inspection results. Use the [Safety and Health Inspection Checklist](#) (see “Forms” section) or a comparable checklist to compile a report and to use as a follow-up for additional corrective action.
 - Follow up on all action items after the inspection.
 - Review the report in the Safety and Health Committee meeting as necessary for appropriate action and follow-up.
 - Keep all inspection reports on file for one year.
-

Injury Prevention Programs

This manual contains essential elements of an injury prevention program. Some locations or jurisdictions may require that employers establish a formalized written injury prevention program specific for their location.

Handling and Reporting Incidents

An incident is any unplanned occurrence, event, or sequence of events that results in:

- Any occupational injury or illness arising out of and in the course of employment—no matter how slight.
- Equipment or property damage or loss.
- Any chemical spill that has the potential to (a) harm someone, (b) cause significant damage, (c) contaminate the soil or environment, or (d) enter a public waterway or sewer.

Incidents may result from natural disasters such as earthquakes, storms, floods, or from such things as fire, structural failure, equipment malfunctions, or failure to follow safety guidelines. Whatever the cause, it is important to make plans for handling incidents. This section has procedures for handling and reporting incidents.

Incident Investigation and Reporting	<p>Employees should report to supervisors all work-related incidents, no matter how minor. Supervisors should investigate all incidents to determine the causes. Incidents usually have a sequence of contributing causes, and removing even one of the causes can prevent another incident.</p>
Minor Incidents and Illnesses	<p>For minor incidents where medical bills are less than U.S.\$2,000 for injuries and illnesses, or property damage is less than U.S.\$2,000, managers or supervisors should:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interview witnesses and the injured or ill employees and record the findings on the Incident Report (Outside U.S. and Canada) (see “Forms” section). Complete the report according to instructions on the form. <input type="checkbox"/> Distribute copies of the report to appropriate management and the safety and health committee chairperson and file a copy in the employee’s file. <input type="checkbox"/> Complete the appropriate injury report forms and file them in accordance with local laws.
Major Incidents and Illnesses	<p>For major incidents, managers or supervisors should:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immediately notify appropriate management, your area office representative or the Risk Management Division, and the safety and health committee about any of the following incidents: (1) accidental death, serious injury (such as medical bills exceed U.S.\$2,000), or significant third-party property damage (such as loss exceeds U.S.\$2,000) that occurs during Church-sponsored activities; on Church property; in the course of Church employment or assignment; or while operating a Church-owned vehicle; (2) actual or threatened legal proceedings against the Church, its agents, employees, representatives or affiliates (for example civil proceedings; labor, employment, personal injury, construction, copyright, or real estate disputes; criminal charges; or governmental actions); or (3) employment disputes involving worthiness issues that require special attention; please also advise the Human Resource Department at Church headquarters about worthiness issues. <input type="checkbox"/> Complete the appropriate Injury Report Forms. To get a form, contact your department safety, health, and environmental coordinator or your local safety and health regulatory agency (as appropriate). <input type="checkbox"/> The investigation team should complete the steps listed under “Minor Injuries and Illness” above and send a copy to your area office representative. The team performing the investigation should include the supervisor of the injured person(s) and a representative from the safety and health committee.
Fatalities	<p>For incidents that result in a fatality or probable fatality, managers or supervisors should:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immediately report the incident to the department managing director, the area office representative, the Risk Management Division, and the safety and health committee chairperson. <input type="checkbox"/> Ensure that equipment involved in an incident with an immediate fatality is not moved until the proper governmental authority gives approval for moving it. However, the equipment may be moved if necessary to prevent further incidents or to remove the victim. <input type="checkbox"/> Complete the Incident Report (see “Forms” section) promptly and send a copy to your area office representative and the Risk Management Division. <input type="checkbox"/> Complete the appropriate Injury Report and file it in accordance with local laws.

Near-Miss Incidents	A near-miss incident is one that (1) causes U.S.\$500 or less in damages to equipment but does not injure employees or (2) causes no damage, but the likelihood of injury to an employee was great. Supervisors should investigate such incidents, eliminate the cause, if possible, and record the investigation on an Incident Report form (see “Forms” section).
Incident Records	Management should maintain complete incident records. Managers and supervisors should keep copies of all Incident Reports (see “Forms” section) and other required injury forms.
First-Aid Treatment and First-Aid Kits	Employees injured on the job should receive first-aid treatment. Employee first-aid providers should be chosen if rapid ambulance service cannot be provided by an established emergency response unit. These persons should be trained and certified in first aid. Other employees should be assigned to receive training in first aid as needed. Those who have been trained should maintain current first-aid certification cards that include CPR certification. First-aid training, kits, and procedures should follow local safety and health standards (see “Safety Guidelines” section). Each facility should have an up-to-date first-aid kit, especially any facility that does not have access to rapid ambulance service. Managers and supervisors should make sure the kit is available and maintained (see “Safety Guidelines” section).
Safety Bulletin Board	Managers and supervisors should make sure a safety bulletin board is put in a prominent place for employees to see. The following items should be posted: <ul style="list-style-type: none">• Required regulatory job safety and health posters (as applicable).• Emergency telephone numbers (see “Forms” section). Other items that could be posted on the safety bulletin board include: <ul style="list-style-type: none">• Minutes of safety and health committee meetings and employee safety and health meetings.• Other current safety-related items.
Workers’ Compensation	Any Church employee who is injured or becomes ill because of or in the course of employment may, according to local laws, be eligible for workers’ compensation. Managers and supervisors should help determine if the employee is eligible to receive workers’ compensation and, if so, how management can help the employee receive it.
Training	Managers and supervisors should see that training is conducted to help prevent incidents in the workplace. All employees should receive ongoing education in safety and health principles and procedures so they can learn to prevent incidents. This education helps create a spirit of safety and health cooperation at work.
Training Guidelines	Training should provide knowledge, direction, and encouragement. Managers and supervisors should use these guidelines to coordinate training: <ul style="list-style-type: none"><input type="checkbox"/> Provide employees with access to this manual and other materials they may need for their health and safety.

- Find qualified people to present the training.
- Use this manual and other relevant materials for training.
- See that training is done when—
 - A new employee is hired.
 - A new safety, health, or environmental guideline is required.
 - Problems are noted in existing safety, health, or environmental guidelines or there is confusion about procedures.

Managers and supervisors should review the index and contents pages of this manual to help identify areas where training is required or needed. The safety, health, and environmental coordinator can help determine how to conduct training. Additional training aids may also be identified and addressed as the need may arise.

3. Emergency Response

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3. Emergency Response

Introduction

This section describes procedures to follow in response to certain emergency situations. If there are questions about emergency response that cannot be resolved with your management team, contact your area office representative or the Risk Management Division, Floor 16, 50 East North Temple Street, Salt Lake City, UT 84150-3630; or telephone 1-800-453-3860, extension 2-4049, toll free in the United States and Canada; direct dial: 1-801-240-4049.

Preparing an Emergency Action Plan (EAP)

Managers and supervisors should prepare an emergency action plan (EAP) and review it with employees. An EAP should be written if the work location has 10 or more employees. The EAP does not have to be written if there are fewer than 10 employees, but all employees should be taught what to do in case of an emergency. Items to be discussed with employees are part of the [Employee Safety Orientation Checklist](#) (see “Forms” section). An EAP should include the following essential elements:

- An emergency procedures list to report fires and other emergencies and obtain emergency help. Give each employee a copy.
- Emergency escape procedures and emergency exit assignments. Provide a schematic floor plan showing exits and emergency details.
- Procedures to help personnel who may need special help to get to the evacuation assembly point.
- Procedures for employees who remain to perform critical operations before evacuating.
- Procedures to account for all personnel at a predetermined assembly point after evacuation is completed.
- Assignment of rescue and first-aid duties. Provide training where required.
- Names of persons (include regular job titles) or departments to contact for further information or explanation of duties.
- Update the plan when there are changes in the building or in life safety systems such as alarms and emergency lights.
- Explain the plan to employees when they are newly hired, when their jobs change, and when the plan changes.
- Distribute pertinent information needed to respond to and recover from an incident.

General Instructions

Managers and supervisors should inform employees of the following general instructions to follow during an emergency:

- Avoid panic, remain calm, use common sense, and render assistance.
- Evacuate buildings immediately upon request of authorities, upon an audible alarm, or when to remain becomes life threatening.
- Know the location of at least two emergency exits in your working area.
- Keep a flashlight handy if you are in an area without natural lighting.
- Keep a list of employees available in case it becomes necessary to account for those possibly trapped in your building.

Injury, Illness, and Heart Attack

The following are essential procedures to follow in case of injury, illness, or heart attack:

- Contact by telephone your local emergency response personnel.
 - Care for the injured or ill person as appropriate until help arrives.
 - Keep the person as comfortable as possible.
 - Have someone notify the person's supervisor.
 - Follow instructions from medical personnel after they arrive.
-

Fire or Explosion

The following are essential procedures to follow in case of fire or explosion:

- Activate the nearest fire alarm (usually located by fire exits).
 - Report the fire and its location to your supervisor. If you are trained in using fire extinguishers, fight the fire. **Do not fight the fire alone.**
 - Remember that in smoky conditions the best air is near the floor.
 - Touch all doors before opening them. If they are warm, do not open them.
 - Close doors and windows to prevent the fire from spreading.
 - Proceed to your assigned evacuation area. Do not use elevators.
 - Follow instructions from authorities for evacuation.
-

Earthquake

The following are essential procedures to follow in case of an earthquake:

- Move to a safe place. If indoors, get under cover (such as a desk, table, or doorway); move away from windows to avoid broken glass. If outdoors, go to an open area away from buildings, trees, and power lines.
- Remain calm and wait for instructions to evacuate.

After the initial quake, take the following precautions:

- Be prepared for aftershocks.
- Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Care for the injured as appropriate. In case of serious injury, notify your supervisor and follow procedures for reporting and obtaining help.
- Do not turn light switches on or off.
- Do not use any type of open flame for lighting purposes.
- Put out small fires. Immediately report any fires, spilled volatile chemicals, and gas leaks.
- If you smell gas:
 - Open windows and turn off gas valves.
 - Do not use matches, candles, or electrical switches.
 - Do not use flashlights, battery-powered radios, or anything electrical that is not safe to use in hazardous locations.
 - If it is safe to do so, shut down the electrical power at the source.
 - Unplug phones.
- If you do **not** smell gas:
 - Hang up all phones and do not use them except to report emergencies.
 - Rely on flashlights if necessary.
 - Turn on a battery-powered radio.
- Avoid areas where the building may be damaged. Wait in a safe place for instructions. You could be there for several hours. Wait for fire alarms and other protection systems to activate.
- Do not flush toilets until you have been notified that sewer lines are intact.

Bomb Threat (or Suspicious Activities)

The following are essential procedures to follow if you receive a bomb threat or encounter any suspicious activity or object:

- Report any bomb threat (or suspicious activity or objects) to your supervisor immediately and follow emergency instructions and procedures. The supervisor should contact authorities immediately.
- If you receive a bomb threat by telephone, get as much of the following information as possible and write it down:
 - When will the bomb go off?
 - Where is the bomb?
 - What is the type and size of the bomb?
 - Why was it placed in the building?
 - What are some characteristics of the caller's voice?
 - How old is the caller (in your judgment)?
- If you observe a search or are told of a bomb threat, remain calm and wait for instructions.
- Do not touch or move suspicious objects.
- Wait for the police or other security persons to begin searching.

Weather-Related Emergencies

- Contact your local government or weather service and learn about the weather warning system for your area.
- Inform employees and volunteers of weather-related safety rules to follow.
- Establish a system for early release from work and employee or volunteer stay-home announcements.
- Designate flood, hurricane, tornado, or other emergency evacuation routes and shelters; place identifying signs in your facility.
- Determine location and amounts available of sandbags, pumps, emergency generators, and so on and obtain and position supplies as required.
- Organize mobile emergency rescue and medical teams if these would be useful in your area.

Hazardous Chemical Spill

The following are essential procedures to follow if you encounter a chemical spill that may be hazardous (flammable, acidic, and so forth):

- Do not approach the spill.
- Evacuate and isolate the affected area immediately.
- Notify your supervisor immediately and those responsible for controlling and cleaning up the spill.
- Help keep others out of the area until help arrives.
- Wait in a safe place for instructions.

4. Safety Guidelines

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4. Safety Guidelines

Introduction

The safety guidelines in this section will help managers and supervisors establish a safe work environment and prevent incidents. Managers and supervisors should be familiar with these guidelines and use those that apply to employees under their supervision.

These guidelines are arranged alphabetically. Place any subsequent safety guidelines you receive at the end of this section.

If there are questions about any of these guidelines that cannot be resolved with your management team, contact the Risk Management Division, Floor 16, 50 East North Temple Street, Salt Lake City, UT 84150-3630. Or telephone 1-800-453-3860, extension 2-4049, toll free in the United States and Canada; direct dial: 1- 801-240-4049.

Controlling Hazardous Energy Sources (Lockout/Tagout)

This is a safety standard for controlling hazardous energy sources (all electrical, hydraulic, pneumatic, chemical, and mechanical systems) with locks and warning tags to keep machinery and equipment from being used during maintenance and servicing. Managers and supervisors of Church operations using equipment covered by these procedures should implement them immediately.

Preparing Employees and Equipment

- Conduct an inspection to find and identify all switches, valves, and other devices that turn off the energy to machinery and equipment. These could be switches and devices for electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and other energy sources.
 - Inform the employee authorized to implement these procedures about the types of switches and devices, the magnitude of the energy source they control, and the potential hazards.
 - Train new and transferred employees about the purpose and use of lockout/tagout procedures. Employees should be retrained when changes in equipment or duties make it necessary. Keep all training records.
-

Attaching Locks and Tags

Use the following steps to attach locks and tags:

- Make sure sufficient supplies of locks and tags are on hand at all times.
- Turn off the machine or equipment if it is running.
- Turn off the energy to the machine or equipment (such as circuit breakers or other disconnect switches).
- Block stored energy and pressure (such as in springs; raised machine parts; flywheels; hydraulic systems; and air, gas, steam, and water systems). This is usually done by bleeding, repositioning, or blocking in some manner.
- Attach the lock to prevent the equipment from being operational.
- Test the machine or equipment by trying to start it. Employees should stand clear.
- After the test, return the equipment's operating controls to neutral or off.
- Put a tag on the equipment to inform and warn personnel that the equipment has been locked.
- Use tags when it is not possible to lockout the equipment.

- Only the employee who attached the lock or the warning tag is to remove it. Before starting the machine or equipment, the employee should notify all employees in the area that the lock or warning tag has been removed and the machine or equipment is ready to be started and used.
- When more than one employee is required to lock or tag equipment, each should have a personal lock or tag.
- When workers other than Church employees are used to service machinery and equipment, the facility manager or supervisor and the outside employer (such as a contractor) should inform each other of their respective lockout/tagout procedures. Church managers should help maintenance employees understand and comply with the outside company's energy control procedures.

Electrical Safety

These guidelines provide information that will safeguard those who work with and around electricity. The following are arranged by factors that affect electricity in the workplace.

Moisture

Any type of moisture may provide an electrical conductive path resulting in a deadly shock. Use a ground fault circuit interrupter (GFCI) when there is water present. Never work around a source of electricity when you, your surroundings, your tools, or your clothes are wet.

Atmosphere

Make a reasonable effort to make sure there are no atmospheric hazards in the work area such as:

- Dust particles.
- Flammable vapors.
- Excess or insufficient oxygen.

A stray spark in these conditions might cause an explosion or fire. Ventilate your work area to lower the concentration of atmospheric hazards.

In addition, poor lighting is a common but little-recognized hazard on many work sites. If there is not enough light to work safely, set up approved portable lamps.

Clothing and Jewelry

Remove all jewelry, rings, and metal wristwatches. Gold and silver are excellent electrical conductors.

Tools

Worn, defective, or carelessly operated tools are the direct cause of many electrical accidents. Always choose the right tool for the job and use it correctly. Before you start any job, inspect all of your tools to be sure they are clean, dry, and free of oily film or carbon deposits.

Inspect all power cords and switches for cuts, frayed insulation, exposed terminals, and loose connections. Power tools should have double-insulated casings or a plug with a grounding post. Never modify tools or electrical equipment without proper authorization.

Electrical Plugs and Extension Cords

Use the following rules regarding electrical plugs and extension cords to help prevent fires and overloaded wall plugs and extension cords:

- Always use grounded electrical outlets; do not overload them.
- Do not route extension cords through doorways or holes in walls unless a means is provided to prevent the cord from being cut or pinched.
- Never use an extension cord with cut or damaged insulation. Do not tape over the damaged cord and use it as if it had not been damaged.

Lockout/Tagout Always follow lockout/tagout procedures (see “Controlling Hazardous Energy Sources [Lockout/Tagout]” in this section) before working on circuits and equipment that is or has been electrically charged.

Live-Circuit Work Sometimes work needs to be done on energized or “live” circuits because procedures like testing or troubleshooting often cannot be done in any other way. Live-circuit work is hazardous, and specific safety measures must be followed. *Only trained and qualified electrical or electronic workers should perform work on energized or live circuits.*

Emergency Eyewashes and Showers Emergency eyewashes and showers should be installed in locations where employees use chemical products that have been identified by the manufacturer as corrosive, such as acids and bases. Emergency eyewashes are recommended in locations where irritating materials or chemicals are used. Examples are organic solvents and combustible and flammable liquids. Eyewash units and shower areas should be located near the work area, and access to them should be unobstructed.

Fall Protection Employees should not be required or allowed to perform any duties that require that they lean over or hang from any elevated equipment, platform, ladder, walkway, or building facilities unless the employees are properly secured. Employees are also restricted from stepping across any elevated opening greater than 12 inches when that opening is elevated six feet or more.

All fall protection equipment should be visually inspected for defects before each use. If evidence of excess wear, deterioration, or mechanical malfunction is detected, the item must be removed from service. Personnel requiring the use of fall protection equipment should employ the “buddy system” or have an observer to render assistance if required.

Fire Extinguishers These guidelines provide basic information on selecting, placing, and maintaining portable fire extinguishers.

All emergency action plans should address fire-fighting protocol. Those responsible for using extinguishers should be trained annually in properly using extinguishers.

Used properly, a portable fire extinguisher can save lives and property by putting out small fires or controlling them until the fire department arrives. Portable extinguishers are not designed to fight large or spreading fires.

Selecting a Fire Extinguisher Choose your extinguisher carefully. A fire extinguisher should:

- Bear the seal of an independent testing laboratory.
- Be labeled as to the type of fire it is intended to extinguish.
- Be large enough to put out the fire. Most portable extinguishers discharge completely in as few as eight seconds.

The following list describes the classes of fires.

Class A Fire: Ordinary combustibles such as wood, cloth, paper, rubber, and many plastics.

Class B Fire: Flammable liquids such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable gas.

Class C Fire: Energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery, and appliances.

Many fire extinguishers are multipurpose A-B-C models and can be used on all three classes of fire.

Maintaining and Inspecting the Fire Extinguisher

All extinguishers should be maintained annually by a licensed fire extinguisher maintenance business. Extinguishers should be inspected by an employee monthly. The employee assigned to perform the inspection should have adequate knowledge of inspection criteria. The inspectors should check to see that:

- The extinguisher is placed in a proper location where access and visibility are not obstructed.
- Operating instructions on the nameplate are legible and facing outward.
- Seals and tamper indicators are not broken or missing.
- The extinguisher is full (determine by lifting or by reviewing the fill gauge).
- There is no obvious damage, corrosion, leaking, or clogged nozzle.

First-Aid Kits

The following are recommended items to be included in first-aid kits. Each facility should have sufficient quantities of these items.

QUANTITY	ITEM
1	Metal cabinet, 12–14" x 8–10" x 3"
20	Antiseptic wipes (benzalkonium chloride)
100	Plastic bandages, ¾" x 3"
40	Knuckle bandages, 1 ½" x 3"
40	Fingertip bandage, 1 ¾" x 2"
10	Gauze pads, 4" x 4"
10	Nonadherent pads, 2" x 3"
2	Dressings, 5" x 9"
1	Triangular Bandage, 40"
2	Gauze bandages, 2" x 6 yds.
2	Nylon tape, 1" x 2 ½ yds.
1	Eyewash, 4 oz.
1	Cold pack, 4" x 5"
1	Tweezers
1	Scissors, blunt, 4"
1	CPR mask
1	Vinyl gloves, pair of

Flammable Liquid Storage and Storage Rooms

The following are general guidelines for flammable liquids and flammable liquid storage rooms:

Flammable liquids should be stored in a way to reduce fire hazards.

- Small quantities of flammable liquids should be stored in approved plastic containers or safety cans.
- The amount of flammable liquids in a work area should be limited to the minimum possible.
- Flammable liquids should not be stored in regular storage cabinets.
- Class I liquids (liquids with a flash point less than 100° F) should not be stored in basements.
- Flammable liquids should be stored away from exit routes so that occupants are not trapped in the event of a fire.
- Flammable liquids should not be stored in the same room with reactive materials except in a storage cabinet for flammable liquids.

Indoor storage rooms for flammable liquids should be constructed to meet regulations and reduce fire hazards. Use the following guidelines:

- Storage rooms should have raised sills or ramps.
- Rooms should have self-closing fire doors.
- Rooms should be liquid tight where the walls join the floors.
- Explosion-proof wiring and electrical fixtures should be used.
- A ventilation fan should be connected to turn on when the light switch located outside the room is turned on.
- Six air changes per hour of ventilation should be provided.
- The switch for a mechanical exhaust system should be outside the door.

Hand, Power, and Pneumatic Tools

These guidelines establish general requirements for operating hand and power tools safely. Managers and supervisors should review these guidelines with those who use hand and power tools on their jobs:

- Properly maintain all tools.
- Dispose of tools that are in poor condition and considered unsafe. Replace wooden handles that are loose, cracked, or splintered. Do not tape or lash handles with wire to temporarily repair an unsafe condition. Do not use a power tool with a broken or frayed electrical cord or with the grounding prong removed.
- Use tools only within their design limitations. Operate tools in accordance with the manufacturer's instructions.
- Use the proper tool for the job to be performed. Do not use makeshift or substitute tools not designed for the job.
- Do not throw tools from place to place or from person to person.
- Store sharp-edged tools in a safe manner. Do not carry sharp-edged tools in clothing pockets.

Housekeeping

These guidelines provide information for establishing good housekeeping requirements. By using them, maximum safety can be achieved through the orderly arrangement of operations, tools, equipment, materials, and supplies.

Managers and supervisors should require all employees to follow these good housekeeping practices in the workplace:

- Place waste and scrap in designated containers and properly dispose of them. Establish a regular program of cleaning as conditions require.
- Use noncombustible containers for disposing of waste.
- Examine the condition of exits, aisles, and emergency equipment each day on beginning work and throughout the shift. Promptly report all unsafe conditions to supervisors and correct them.

- Do not park vehicles or store equipment in the path of exits. Keep emergency exits clear and unlocked during business hours.
- Clean work-area floors at regular intervals. Promptly clean up spilled oil, materials, or liquids. Do not accumulate scrap, waste, dust, or dirt.
- Tools should be safe to use, kept in good repair, and properly stored.
- Repair and maintenance people should make sure:
 - All guards, covers, or plates are properly placed.
 - Grease, oil, dirt, or other materials spilled or dropped on the floor or equipment are cleaned up immediately.
 - Tools, equipment, spare parts, and material are removed from the work area.

Ladder Safety

Managers and supervisors should review these guidelines with those that use ladders on their jobs. They should see that ladders are routinely inspected according to these guidelines.

Ladder Inspection and Care

Use the following guidelines for inspecting and caring for ladders:

- Inspect ladders before each use to identify any defects that make the ladder unsafe.
- Determine the weight capacity of the ladder. Do not exceed weight limitations.
- Take defective ladders out of service immediately. Wooden ladders with broken, split, cracked, or loose steps, rungs, or rails should not be used. Warped, uneven, or rotted parts should be replaced. Metal ladders with missing, loose, or worn-down rivets should not be used.
- Keep ladders clean of acids, alkali solutions, oil, grease, and excessive dirt.
- All portable ladders except stepladders should have nonslip bases (safety shoes). Extension ladders should not be separated or used as separate ladders.
- Do not paint wooden ladders. Apply clear varnish, shellac, or linseed oil if preservatives are needed.
- Do not use metal ladders near electrical circuits.

Ladder Use

Follow these guidelines for using ladders:

- Place the ladder so that it is secure against the ground and the surface it is leaning against to prevent accidental slipping.
- Do not use ladders in horizontal positions as runways or scaffolds.
- Extend all ladders at least three feet above the upper landing, roof, or platform.
- Never place ladders in front of a door that opens toward the ladder unless the door is locked, blocked, or otherwise secured.
- Divert traffic around the ladder, not under it.
- Hold on with both hands when going up or down a ladder and always face the ladder when ascending or descending.
- Carry small tools in a tool belt. Use a hand line to raise and lower heavy tools.
- Do not climb higher than the third rung from the top of a straight extension ladder or the second tread from the top of a stepladder.

Machine-Guarding Methods

These guidelines provide general information on machine guarding. Examples of places on machines that expose an employee to injury are pulleys, flywheels, pinch-points, belts, gears, and shafts. Fixed enclosure guards are preferred to all other types. They completely enclose a hazardous operation point. Fixed enclosure guards can also effectively control dust and chips.

Follow these guidelines for guarding machines:

- Provide one or more methods of machine guarding to protect the operator and other employees from hazards created by operation points.
- Attach the guards to the machine where possible. If not possible, attach them where they will provide the greatest protection.
- Design and construct the guarding device so no part of an operator's body will be in a danger zone.
- Construct and mount each machine so it will not move while operating at full speed.
- Use abrasive wheels only on machines with safety guards.
- Keep power and operating controls within easy reach of the operator while at a regular workstation. The operator should not need to reach over a machine while making adjustments on controls.
- Use a locking-type belt shifter or an equivalent positive device on machines driven by belts and shafting.
- Use special hand tools to move material in and out of machines. These tools should allow easy handling of materials without the operator placing a hand in the danger zone. Tools do not replace required guarding methods.

Use the following specifications for safety guards:

- The strength of the fastenings should exceed the strength of the guard.
- All belts, pulleys, gears, shafts, and other moving parts should be guarded.
- Each power-driven machine should have a disconnect switch that can be locked in an off position.

Manual Lifting

The following are basic guidelines for manual lifting. The overriding consideration is to "design the job to fit the worker." Injuries occur when there is a difference between the strength of the worker and the strength required to do the job. Managers and supervisors should assign workers to tasks they can handle.

General Lifting Guidelines

Use the following guidelines for general lifting:

- Always keep the load close to the body.
- Lift slowly and evenly. Do not jerk.
- If possible, avoid lifting loads from the floor or over the head. Loads generate the least stress on the back when lifted from knuckle height (the area where the knuckles are when the arms hang at the sides of the body).
- If lifting from the floor, use the legs to lift, not the back. The load should not be overly bulky, and you should be able to get a good grip. If this is not possible, lift in a manner that will keep the load close to the body. If there is any question about your ability to lift the load, get help.
- Avoid twisting the torso when lifting. Do not lift and then turn the upper body. This action dramatically increases the chance of a back injury.

Motor Vehicle Safety

These guidelines provide information that will enhance safety and reduce incidents associated with operating motor vehicles. Managers and supervisors should review these general guidelines with those who use a motor vehicle on the job:

- All vehicles should have a "What to Do If You Have an Accident" packet in the vehicle at all times.
- Any vehicle accident, malfunction, or damage should be reported to management promptly. All accidents and damage to vehicles should be reported following guidelines in the *International Materials Management*

Handbook (34804) or the "Vehicle" section of the *Mission Office Handbook* (31576) as appropriate.

- All vehicle operators must have a valid operator's license and classification for the location in which they drive.
- All vehicle operators and passengers are required to wear safety restraints (shoulder and lap safety belts) when the vehicle is in operation.
- The maximum number of employees allowed to ride in a vehicle should be limited to the number of available, installed, and fully functioning safety belts. Personnel should not ride in the back of trucks.
- Before backing up, the driver should walk around the vehicle and look for obstructions, or use a spotter.
- Pushing or pulling one vehicle with another is prohibited except by service trucks equipped for this purpose and then only to clear the roadway.
- Do not talk on the cellular phone while driving a vehicle.

Personal Protective Equipment

Personal protective equipment (PPE) includes devices and clothing designed to provide a barrier of protection between a person and harmful objects, substances, operations, or conditions. Use PPE only when it is impossible or impractical to eliminate hazards through engineering, substitution, or administrative means, or when a person must handle an emergency.

Managers and supervisors should review job functions and establish requirements for PPE for employees, volunteers, and visitors. They must provide the necessary PPE and training and see that the PPE is used to prevent unnecessary exposure to hazardous objects, substances, operations, or conditions.

Managers and supervisors should:

- Identify operations, areas, and equipment that require PPE.
- Provide the necessary PPE (gloves, safety glasses, face shield, foot protection, hearing protection, respirator, etc.) for the work to be performed.
- Train employees, volunteers, and visitors in correctly using PPE.
- See that employees maintain their PPE in good working condition and keep it properly stored and in sanitary condition. PPE must be inspected before each use and cleaned or replaced when necessary.
- See that employee clothing is appropriate for the work being done. Loose sleeves, shirttails, ties, gloves, and other clothing that can become entangled in moving machinery must not be worn. Clothing saturated with flammable liquids, corrosive substances, irritants, oxidizing agents, or other toxic materials must be removed immediately and not worn until properly cleaned.
- See that employees do not wear wristwatches, rings, or other jewelry on the job when they constitute a safety hazard.
- See that employees' hair is confined when there is a risk of it becoming entangled in machinery moving parts.

5. Health Guidelines

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5. Health Guidelines

Introduction

The health guidelines in this section should help prevent incidents and promote a healthful work environment. Managers and supervisors should be familiar with these guidelines and use those that apply to their employees and their jobs.

These guidelines are arranged alphabetically. Put any subsequent health guidelines you receive at the end of this section.

If any questions about any of these guidelines cannot be resolved with your safety and health personnel, contact Risk Management Division, Floor 16, 50 East North Temple Street, Salt Lake City, UT 84115. Or telephone 1-800-453-3860, extension 2-4049, toll free in the United States and Canada; direct dial: 1-801-240-4049.

Bloodborne Pathogen Guideline

These guidelines apply to employees who have occupational exposure to bloodborne pathogens (diseases transmitted by blood, such as hepatitis B virus (HBV) and human immunodeficiency virus). "Occupational exposure" means reasonably anticipated skin, eye, and mucous membrane contact with blood or other potentially infectious materials that may occur while an employee is performing his or her job duties. Occupational exposure may occur in workplaces where employees:

- Treat traumatic injuries.
- Provide basic life-support procedures.
- Participate in invasive procedures or administer injections.
- Discard contaminated needles and other contaminated sharps.
- Help developmentally disabled employees with special medical needs.

Not all exposures with blood and other potentially infectious materials are considered occupational exposures. For example, "good Samaritan" acts, such as helping another employee who has a nosebleed or who is bleeding as the result of an accident, would not be considered an occupational exposure unless the employee who helps is a member of a first-aid team or is expected to render first-aid as part of his or her job.

For employees in job classifications with occupational exposure, managers and supervisors should make reasonable efforts to be sure employees have the following guidelines:

- Employees should wash their hands and any other skin with soap and water immediately, or as soon as feasible, following contact with blood or other potentially infectious material.
- Contaminated needles should not be recapped. Contaminated needles should be placed in an appropriate puncture-resistant container designed for that purpose as soon as possible after use.
- Personal protective equipment such as latex gloves and pocket masks should be used to eliminate or minimize employee exposure.
- The hepatitis B vaccination should be available to employees with potential exposure.

- Make confidential medical evaluations available to the exposed employee(s) at no cost to the employee when there is an exposure incident. The physician should document the route(s) of exposure and the circumstances under which the exposure incident occurred.
- Place warning labels on containers of regulated waste; on refrigerators and freezers containing blood; and on containers used to store, transport, or ship blood or other potentially infectious materials.
- Have employees participate in a training program at no cost to them. Contact the Risk Management Division for training materials.
- Keep medical and training records.

Confined Space Entry

Introduction

Confined space means a space that (1) is large enough and so configured that an employee can enter and work; (2) has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and (3) is not designed for continuous employee occupancy.

Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics: (1) contains or has a potential to contain a hazardous atmosphere, (2) contains a material that has the potential for engulfing someone entering the space, (3) has an internal configuration such that someone entering the space could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section, or (4) contains any other recognized serious safety or health hazard.

General Requirements

Workplace Evaluation

Managers and supervisors should evaluate the workplace to identify and make a list of confined spaces and permit-required confined spaces. When there are changes in the use or configuration of a non-permit-required confined space that might increase the hazards to those entering the space, reevaluate the space. If necessary, reclassify it as a permit-required confined space.

Entry Permit

The supervisor should issue a [Confined Space Entry Permit](#) (see “Forms” section) before an employee is allowed to enter a permit-required confined space. Conditions of the permit should be determined by the supervisor and may include using specific kinds of clothing and safety equipment, as well as other protective measures such as decontamination procedures for the site before entering. The permit should be valid for one shift only, or for a maximum of eight hours. If work in the confined space is interrupted for any length of time during a given shift (such as a lunch break), perform appropriate tests before entering the space again. Supervisors should file each permit for at least one year and review them as necessary to revise the permit-issuing practices.

Danger Signs

Post danger signs at entrances to any permit-required confined space. During the work, when there is more than one entrance to the permit-required confined space, post signs at each entrance saying workers are inside.

Training

Train entrants (employees authorized to work in a permit-required confined space) and attendants (employees who are stationed outside a permit space to monitor entrants and safe working conditions) in safe entry and rescue procedures. Employees should have a thorough knowledge and understanding of their equipment and the potential hazards. Only one employee at a time should be inside the confined space unless the supervisor has given prior approval. Keep training records.

Working with Contractors

When the Church has a contractor perform work that involves entering a permit-required space, the Church should inform the contractor of the permit-required space and the requirements for entry. Both the Church and the contractor should coordinate permit-required space operations when both Church and contractor employees will be working in or near permit-required spaces.

Preparing the Permit-Required Confined Space

Managers and supervisors should make reasonable efforts to complete the following steps before entering any permit-required confined space:

- Condition the space.** Pump out or drain all residual material and then flush the space with water or an appropriate cleaning solution followed with a final water flush. If flammable or toxic gases are present, purge the space after flushing with water by using steam, air, or inert gas.
- Ventilate the space.** If necessary, use mechanical ventilation to introduce fresh air into the space or exhaust bad air from the space. If there is only one opening, suspend a large flex hose into the space with the other end attached to a high-speed blower.
- Isolate the space.** Block all pipes necessary to keep toxic or harmful materials from flowing into the space.
- Immobilize Powered Equipment.** Immobilize any powered equipment by mechanical, hydraulic, or electrical means (see “Controlling Hazardous Energy Sources (Lockout/Tagout)” in section 4).
- Test the Atmosphere.** After all the procedures have been completed, a qualified person should test the atmosphere of the permit-required confined space. The test should verify sufficient oxygen levels, lack of toxic concentrations of vapors, and that the atmosphere is nonexplosive. Continue to test the air while work is going on in the confined space. If conditions are found unsafe, the employee should leave the space until a safe atmosphere is established.

Safety Equipment

The following safety equipment should be assembled before an employee enters a permit-required confined space, and the equipment should be used appropriately while the employee is working in the permit-required confined space:

- A body harness and lifeline that are appropriate for the type of work performed and the chemicals used
- Ventilating equipment needed to maintain acceptable entry conditions
- A portable air horn to summon help in an emergency
- Ladders in place at all entrances and exits where needed
- Lighting equipment to see well enough to work safely and to exit the space quickly in an emergency
- If necessary, barriers and shields to protect entrants from external hazards

Duties of Authorized Workers

Authorized entrants and attendants should work together to provide a safe working atmosphere in permit-required confined spaces. The entrant should exit from the permit-required confined space as quickly as possible whenever any warning sign or symptom of exposure to a dangerous situation is recognized or the attendant gives an order to evacuate. The attendant should remain outside the confined space and monitor the safe conditions inside and outside the space. The attendant should wear appropriate personal protective equipment and keep necessary safety and rescue equipment readily available. Both entrants and attendants should keep visual and voice contact while work is performed in the permit space.

Emergency Rescue Procedures

When an emergency exists, the attendant should immediately notify emergency personnel that emergency medical help is needed. The attendant should use the lifeline to help the entrant to exit the permit-required confined space.

The permit-required confined space should be entered only when a non-entry rescue is not feasible. The attendant should begin a rescue only if a second attendant has arrived and is wearing the proper safety equipment. Under no circumstances should an attendant enter the permit-required confined space unless another employee is standing by.

Upon reaching the injured employee, the attendant should quickly assess the cause of the accident. If necessary, artificial respiration or first aid should begin immediately. The situation should be turned over to professional emergency personnel as soon as possible for further treatment.

Ergonomics Safety and Health Program

Introduction

These instructions provide information for an Ergonomics Safety and Health Program to help prevent and reduce occupational exposure to ergonomic hazards. Ergonomics is an effort to identify characteristics that will allow people to work safely and effectively with tools and equipment and in their work areas. The Ergonomics Safety and Health Program will help identify potential problems in work methods and processes. Once potential problems are identified, corrective action should be taken.

The following are essential elements of an effective Ergonomics Safety and Health Program:

- *Worksite Analysis*
Identify jobs with ergonomic hazards.
- *Hazard Prevention and Control*
Ergonomic hazards can be reduced by effective design of workstations, tools, and functions. Design workstations, work methods, and tools to help eliminate excessive exertion and awkward postures, and to reduce repetitive motion.
- *Medical Management*
Managers and supervisors should designate a physician to identify and treat cumulative trauma disorders. Injured employees should return to work only when appropriate. Treated employees who have returned to work should be monitored. Keep all injury and illness records.
- *Training*
Training employees will keep them informed about ergonomic hazards so they can actively participate in their own protection. Affected employees should receive both general and job-specific training. Provide ongoing training to new employees, when employees are reassigned, and when new operations are introduced.

Employee Involvement

Managers and supervisors should encourage employees to:

- Report complaints or suggestions to management without fear of reprisal.
- Promptly and accurately report signs and symptoms of cumulative trauma disorders so they can be evaluated and treated.
- Participate in a plant site safety and health committee to help formulate, evaluate, and test potential solutions.

Hearing Conservation and Protection

These guidelines have been established to help prevent hearing loss of employees and volunteers in areas designated as noise hazard areas or operations.

Continuous and intermittent exposure to high noise levels may, over a period of time, result in hearing loss. A hearing conservation program should be established in areas where the noise exposures equal or exceed a 50 percent dose of an eight-hour time-weighted average (TWA) sound level of 85 decibels (dBA) measured on the A scale of an audiometer.

A hearing conservation program includes:

- Audiometric testing
- Noise measurement and analysis
- Engineering controls
- Hearing protection (for example, ear plugs, earmuffs)
- Training program
- Record keeping

Managers and supervisors should use the following guidelines to review work areas that are potential noise hazard areas:

- Survey suspected noise hazard areas to determine if the area should be posted as a noise hazard area. Contact a competent local person for help in conducting noise surveys.
- Implement appropriate engineering controls if hazardous noise (> 85 dBA) can be minimized or controlled.
- If engineering controls are unsuccessful in lowering noise levels, then:
 - Provide annual hearing conservation training to exposed employees. The training program should include:
 - The effects of noise on hearing.
 - The purpose of hearing protectors, including their advantages, disadvantages, and thicknesses of various types, and instructions on selection, fitting, use, and care.
 - The purpose of audiometric testing and an explanation of test procedures.
 - Provide an annual audiometric testing to exposed employees.
 - Supply hearing protective devices to employees and require their use.
- Record and file all training, audiometric, and noise measurement data.

Indoor Air Quality Assessment

Introduction

Complaints about indoor air quality (IAQ) range from simple complaints about the air smelling odd to the complex, where the air quality causes illness and lost work time. It may not be easy to identify a single reason for indoor air quality complaints because of the number and variety of possible sources, causes, and varying individual sensitivities.

Use these guidelines to help evaluate air-quality complaints and develop an action plan to monitor and resolve them. Do not use the guidelines and questionnaire for diagnosing individual sensitivities and complaints; use it to help determine if the building is suffering from IAQ problems.

If you still cannot identify the source of indoor air-quality problems after you have followed all the steps in this guideline, contact the Risk Management Division at Church headquarters for further instruction before taking other steps.

Log Complaints

Log each indoor air quality complaint, using the questionnaire at the end of this section. Ask the person completing the questionnaire to be as specific as possible when answering each question.

Determine Possible Causes

In addition to logging the complaints, gather as much information as possible about the age, construction, and maintenance schedule of the building. Walk through the building to get a good idea of any problems that may be present. Assess the performance of the heating, ventilation, and air conditioning (HVAC) system. With this information, try to determine the sources of the IAQ problems and record all findings. Possible causes include:

1. Poor ventilation. When reviewing for inadequate ventilation, look for:

- Closed dampers (intake, exhaust, manual, motorized, fire).
- Blocked or clogged vents.
- Not enough fresh outdoor air being brought into the building.
- Not enough inside air being ventilated to the outside.
- Poor air distribution within the building.
- Draftiness.
- Temperature and humidity differences within the building.
- Incorrect air filtration or dirty filters.

2. Inside contamination. When looking for contamination from inside the building, look for:

- Air fresheners.
- Stored paints and glues.
- Chemicals (cleaning supplies, insecticides, pesticides, copy machine toner)
- Leaking heat exchangers.
- Loose and disconnected flues.
- Dry traps in floor drains.
- Broken sewer lines.
- Recently installed items such as carpet, wall coverings, paints, or finishes.

3. Outside contamination. When looking for outside contamination sources, look for:

- Airborne pollutants from on-site and off-site sources.
- Exhaust stacks too close to air intake ducts.
- Air intake ducts close to sources of automobile exhaust or other contaminant.
- Pollen and allergy-causing plants near air intakes.
- Blocked and broken flues.
- Blocked air-intake grilles.

4. Microbiological contamination. When looking for microbiological contamination, look for:

- Standing water in the HVAC system or signs it has occurred.
 - Water damage to carpet and other furnishings.
 - Other sources of leaking and standing water in the building.
 - Accumulation of dust and dirt.
-

Action Plan

Once you have identified potential sources of indoor air contaminants, develop an action plan to contain or eliminate them; then carry out the plan. If the steps taken in your plan do not eliminate the sources of the contaminants and eliminate the air quality complaints, contact a competent local professional for assistance.

Keep building occupants informed about complaints received and steps taken to correct air-quality problems. Ask them to help correct any problems.

Indoor Air Quality Questionnaire

Please fill in the appropriate information and check the box that best reflects your personal experience regarding your work environment and health symptoms. Please do not discuss your responses with your co-workers. **All responses will be held strictly confidential.**

Name (optional)		Date
Province and country	Facility	Department

Section 1—Personal

Year of birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Occupation	How many years have you been employed by this company?
---------------	--	------------	--

Section 2—Work Environment

Have you been bothered during the last three months by any or several of the following at your workplace? If yes, check "Weekly" or "Sometimes." If no, check "Never."

Weekly	Sometimes	Never	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drafts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room temperature too hot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varying room temperature
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room temperature too cold
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stuffy, bad air
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unusually dry air
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unpleasant smell
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Static electricity or shocks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Secondhand smoke
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bad lighting (too dim, glare, reflections)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust and dirt

Section 5—Present Symptoms

Have you been bothered during the last three months by any or several of the following at your workplace? If yes, check "Weekly" or "Sometimes." If no, check "Never."

Weekly	Sometimes	Never	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fatigue
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Light-headedness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Headache
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nausea or dizziness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Difficulties concentrating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Itching, burning, irritated eyes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Irritated, stuffy, or runny nose
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hoarse, dry throat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cough
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dry or flushed facial skin
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scaling or itching scalp or ears
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hands dry, itching, red skin
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Section 3—Other Work Conditions

Weekly	Sometimes	Never	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you regard your work as interesting and stimulating?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have too much to do?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have any chance to influence your working conditions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do your fellow workers help you with problems you may have in your work?

Section 6—When Symptoms Occur

If you have answered no to all of the above sections, skip to section 7.

Morning	Afternoon	All day	Randomly	What time of the day do symptoms usually occur?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Beginning of week	Middle of week	End of week	At any time	What time of week do symptoms usually occur?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Most or all clear up	Some usually clear up	None clear up		In general, do these symptoms seem to clear up after you leave work?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Section 4—History of Allergies

Weekly	Sometimes	Never	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had asthmatic problems?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had hay fever?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had eczema?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there allergy diseases in your family (asthma, hay fever, eczema)?

Section 7—Air Quality Episodes

Within the past three months, have you experienced any episodes of poor air quality at work? (Examples would be chemical spills, small fires, vehicle exhaust being pulled into air intakes.)

Yes No

If yes, give the date(s) and describe: _____

Section 8—Further Comments (optional) Use reverse side, if necessary.

**Office Ergonomics
Self-Help Guidelines**

These guidelines are to help employees adjust their office furniture so they can work in greater comfort and better health.

Chair Seat Height

Sit in the chair in a comfortable, upright position. Adjust the seat height up or down so your feet rest comfortably flat on the floor and your thighs are approximately parallel to the floor.

If you like to lean back when working, consider:

- Lowering the seat height if your heels are lifted off the floor.
- Loosening the chair's tilt tension if your heels rise as you push with your feet to lean back.

If you like to sit forward, consider:

- Raising the chair seat if you must tuck your feet in or place them out in front of you.
 - Tightening the chair's tilt tension if you feel the chair seat "gives" too much.
-

The Work Surface

The proper height of the work surface is determined by the space between the employee's legs and the work surface when the employee is seated. If the height of the employee's work surface is adjustable, employees may use the following suggestions:

- Sit on the chair and move it into normal working position next to your work surface. With your feet flat on the floor, adjust the height of the work surface so your knees do not bump the edge of the work surface, pencil drawer, or keyboard support tray (when the tray is in working position, not in the storage position).
- When the chair is in normal position for working, your feet and knees should not bump against the back or upright of the work surface or the wall behind the work surface.
- There should be enough clearance beneath the work surface for you to move freely when you swivel to grasp something within easy reach on the work surface.
- While you are sitting in an upright position, your forearms should rest comfortably on the work surface.

If the work surface height is not movable, adjust the height of the chair to reach a comfortable work position. You may also use a footrest to bring your thighs approximately parallel to the floor.

**Adjusting the
Keyboard**

Adjust the angle and height of the keyboard so the front of the keyboard is approximately at the same height as your elbows. (Forearms should be parallel to the floor.) Wrists should stay relatively straight, or somewhere between straight and bent slightly upward. Hands should not drop forward from the wrist.

**Adjusting
the Computer
Monitor**

- Sit in a comfortable position and look straight ahead to the horizon. The way a person sits (reclining, upright, and so on) affects the best position of the monitor. The entire monitor screen should be below your line of sight. If the monitor is too high, place it on the work surface (rather than on a processing unit.)
- Adjust the monitor angle by placing a compact mirror against the center of the screen and tilting the monitor so you can see your eyes in the mirror while seated in a working position. (When checking this adjustment with the mirror, be sure you do not rub it directly across the screen and scratch the screen surface.)
- If there is a bright light source behind your screen, such as a window, move your monitor, or cover the light source with a shade to reduce glare.

- If you look more often at documents than the monitor screen while keying information, consider placing the document directly in front of you and the monitor slightly to the side. Do not place the monitor in a corner or other position that makes you twist your neck or body to see it while typing.

Adjusting the Computer Mouse

If you have a computer mouse and use it occasionally, you can put it at any convenient place on your work surface. If you use your mouse frequently, you may need to adjust its location.

When you are sitting in an upright position, your hand should rest comfortably on the mouse. If the location of your mouse on the work surface causes your shoulder to be raised or your arm completely extended, you may need to adjust the location of your mouse. Adjustable mouse pads are available that slide out from under the work surface or attach to the keyboard tray. A wide keyboard tray will allow enough room for a mouse pad. Optical mice need no mouse pad.

Adjustments throughout the Day

While working, employees should take a moment from time to time to evaluate their body posture and work movements. Generally, it is beneficial to move frequently and change position.

Other Suggestions

Employees should also consider the following suggestions:

- Are you striking the keyboard keys hard? Soften your touch.
- Are your shoulders raised or hunched? Relax and lower them. If the armrests of your chair are forcing your shoulders up, consider asking to have the armrests removed. If your work surface is forcing your shoulders up, consider asking to have the work surface lowered.
- Do you keep your hands poised above the keyboard or telephone? Relax them; do not allow yourself to keep your hands frozen in one position.
- Are you leaning over to reach things in your workstation that could be placed closer? Do you often reach behind your body or above shoulder height to retrieve something that could be moved forward or down? Do your best to find an arrangement that keeps the materials you frequently use within convenient reach.

Finally, listen to your body. If you think you may be more comfortable adopting a different posture or way of working, experiment and find what is best for you.

Respiratory Protection Program

Purpose

The purpose of the respiratory protection program is to make sure Church employees are protected against harmful levels of air contaminants and a lack of oxygen.

The best way to control respiratory hazards is through engineering and administrative controls such as improved ventilation, process changes, and substitution of less toxic materials. However, some situations do require respiratory protection.

The Church will provide respiratory protection when concentrations of atmospheric contaminants exceed or may exceed established limits or when there is a lack of oxygen.

Respirators may be used on a temporary basis while engineering or administrative controls are being implemented or on a routine basis where engineering controls do not exist.

General Rules and Procedures

Managers and supervisors should establish and maintain a written respiratory protection program and designate a respiratory protection program administrator for each affected building. The respiratory protection program administrator should carry out the following general rules and procedures for establishing and maintaining a respiratory protection program.

Standard Operating Procedures (SOPs)

The program administrator should maintain standard operating procedures for respirators. The program administrator should:

- Develop a list of operations and emergency conditions for using respirators.
- Determine the appropriate respirators (see “Selecting Respirators”).
- Write respirator procedures for each operation or condition.

Employees should use respirators according to written standard operating procedures. If procedures do not exist for a given operation, the program administrator should develop a new SOP and select an appropriate respirator.

Maintaining Respirators

Managers and supervisors should assign each employee needing an air-purifying respirator with his or her own respirator. Employees should keep respiratory protection equipment clean and in good operating order through a program of routine inspection, cleaning, repair, and proper storage when the equipment is not in use.

Medical Determination

Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions, and the medical status of the employee. Employees assigned to use a respirator should be medically able to use that respirator.

If an employee has a history of respiratory or cardiovascular problems, have a licensed physician familiar with respiratory health and physical conditions examine the employee and provide a written opinion on the employee’s ability to perform a job using respiratory protection. The medical evaluation should be provided at no cost to the employee.

Selecting Respirators

The program administrator should:

- Select respirators by matching the respirator to the respiratory hazard. The selection of proper respiratory protection should be based on both the characteristics of the hazard and the characteristics of the respirator.

The hazard is characterized by such things as:

- Type, effects, and concentration of contaminants.
- Potential for an immediately dangerous to life and health (IDLH) environment.
- Oxygen deficiency.

Other items to be considered include:

- Characteristics of the operation or work area.
- Location of the work area.
- Length of time the respirator is to be worn.
- Any specific local regulatory requirements.

- Approve respirators for the hazard to be encountered. It is important to know the characteristics, capabilities, and limitations of the selected respirator.

Supplied-air respiratory protection is the only type of protection approved for:

- Oxygen-deficient atmospheres.
- Immediately dangerous to life and health environments.
- Contaminants with poor warning properties (taste, smell, or irritation properties).

Use full-face respirators when the contaminant is an eye irritant.

Respirator Fit

Each employee assigned to wear a respirator should be provided with a respirator that fits properly. An air-purifying respirator has a negative pressure during inhalation with respect to the air outside the respirator. The respirator will not protect the employee from contaminants unless there is an adequate seal of the respirator to the face.

Employees using half-face or full-face air purifying respirators should choose from various sizes (and brands) by holding them to his or her face to see which feels right. The employee should then put on the respirator, following manufacturer's instructions, and perform positive and negative pressure tests to check the seal between the respirator and his or her face. This is done by blocking the exhalation valve and exhaling and then blocking the air inlet and inhaling to check the seal.

Reasonable efforts should be made to make sure the proper size face piece is used to minimize air leakage for employees who use supplied air respirators or powered air purifying respirators.

Employees with the following must **not** work in areas requiring respirators:

Facial hair. Employees with facial hair shall not use respiratory protection equipment because facial hair does not allow a good face-to-face piece seal.

Contact lenses. Employees wearing contact lenses shall not use respirators. Full-face respirators must not be worn over eyeglasses. Eyeglass kits are available that can be mounted inside a full face piece. The Church will provide these for employees who need corrective lenses and must use full-face respirators.

Facial characteristics. Employees shall not wear a respirator if scars, missing teeth, or unusual facial configuration prevent an adequate seal of the respirator to the face.

Employee Training

Employees should be trained before using respiratory protection in a hazardous or potentially hazardous atmosphere. A qualified person should train supervisors and workers. The program administrator should document training and keep the records on file. Conduct respirator training for employees with respirators annually. Training should include the following:

- Instructions on the hazards in the work atmosphere and an honest appraisal of what may happen if the respirator is not used.
- An explanation of why engineering or administrative controls are not immediately feasible to reduce or eliminate the need for respirators.
- A discussion of why the respirator selected for a given operation is the proper respirator for that purpose.
- A discussion of the capabilities and limitations of the respirator.
- Actual use of the respirator. This includes recognizing the end of the service life of cartridges and canisters or filters (for example, tasting or smelling contaminants, manufacturer's expiration date, or increased breathing difficulty).
- Wearing the respirator in a safe environment for an adequate amount of time to ensure that the employee is familiar with the operation of the respirator.
- Cleaning, storing, inspecting, and maintaining a respirator.
- Putting on, wearing, and removing the respirator. This includes proper fit of the face piece and leak testing, using the positive and negative pressure tests (blocking the exhalation valve and exhaling or blocking the air inlet and inhaling to check the seal).

Program Evaluation

The program administrator should periodically evaluate the effectiveness of the program to make sure employees receive adequate respiratory protection. The program administrator should make sure defects found in the respiratory protection program are documented and corrected.

Substance Abuse Program

These guidelines are employment policies and are not intended as an employment contract.

Definitions

The following definitions are for use in this section.

Alcohol. Ethyl alcohol or ethanol.

Drug screening tests. Any method that tests body fluids (such as blood or urine) to detect a number of physical conditions, including the presence of alcohol or other drugs. Qualitative tests determine the presence of alcohol or other drugs. Quantitative tests determine the amount present.

Management. Managing directors, directors, managers, supervisors, and others so designated.

Under the influence of drugs. Having certain substances in the body (discovered by the test) at or exceeding current established toxicology limits.

Under the influence of alcohol. Having alcohol in the body (discovered by the test) at or exceeding the urine-alcohol, blood alcohol, or Breathalyzer® level of .08, or at a lower level enacted by any government.

Employees of the Church are expected to uphold the standards of the Church both on and off the job. Employment by the Church is dependent on the employee living his or her life so as to be worthy of a temple recommend.

The Church as an employer prohibits the possession, sale, transfer, or use of alcohol or illegal other drugs at any time.

A healthy, productive work force and safe working conditions free from the effects of alcohol and other drugs are of the utmost importance. The abuse of alcohol or other drugs causes:

- Increased injuries on the job.
- Increased absenteeism.
- Increased financial burden on health and benefit programs.
- Increased workplace theft.
- Decreased employee morale.
- Decreased productivity.
- Decline in the quality of work.

The following procedures set a fair testing program for alcohol or other drugs in the workplace. These procedures should be used for all Church employees.

Testing Procedures

The following describes the Church's policies, procedures, and any disciplinary actions with regard to substance abuse.

Testing Policy

The Church reserves the right to conduct or require tests on any employee who is engaged in Church business or operating Church equipment or personal equipment while on Church assignment, unless prohibited by law.

Drug screen testing may occur:

- As part of an industrial accident investigation. An employee involved in an accident should be asked to submit to a drug screening test if there is any observed impairment.
- If there is reasonable suspicion concerning a perceived change or observed impairment in job performance.

- On any employee who is perceived to be under the influence of alcohol or other drugs. Management should take reasonable steps to protect the employee, other persons, and Church property. Appropriate Human Resource Department Management should be notified before any other action is taken. The employee may be removed from service and requested to undergo evaluations and appropriate testing by medical personnel.

Random screen testing will not be performed except as a part of a Reinstatement Agreement (see “Conditions of Reinstatement Agreement” in this section).

Management may take disciplinary action based on the medical information obtained.

A positive screen test means the presence of alcohol or other drugs is confirmed. It also means confirmation of the presence of alcohol or other drugs by any law enforcement or regulatory agency. Sample testing procedures will:

- Conform to scientifically accepted analytical methods and procedures.
- Include verification or confirmation of any positive test result before the results of any test may be used as a basis for any action.

*Disciplinary Action—
First Offense*

When a screen test is positive, a second test should be conducted on the sample. If the results of both tests indicate that the individual is under the influence of alcohol or other drugs, the employee may be disciplined or terminated. However, if a screen test is performed by a law enforcement or regulatory agency, there shall be no requirement to retest the sample, and the employee may be terminated solely on the basis of a positive test. An employee may be suspended for up to three days while test results are completed. (See “Conditions of Reinstatement Agreement” in this section.)

*Disciplinary Action—
Second Offense*

An employee who has been suspended for a positive drug test and then reinstated will be terminated if a subsequent drug screen test is positive.

*Consequences of
Refusing Testing*

An employee who refuses to submit to screen testing or refuses to sign the Consent to Physical Examination and Test form (at the end of this section) may be terminated.

*Suspended from
Work*

An employee may be suspended from work if:

- Impairment was observed and documented by management (see list of possible symptoms at the end of this section). Documentation should be reviewed by appropriate Human Resource Department management before direct line management takes any action with the employee.
- An industrial accident occurred and impairment was observed. The employee should be transported by management to the designated medical provider for testing. The employee should sign the Consent to Physical Examination and Test form (in this section) showing agreement to a drug and alcohol screen.
- If the employee is injured or impaired in such a way that he or she cannot sign a consent form, the form can be taken to the medical facility to be signed as soon as possible. Consent and witness of consent should be verified.
- If the drug screen cannot be immediately administered at the medical facility due to the condition of the employee, management should inform the physician in charge of the drug policy. Collecting the sample for the drug screen is at the physician’s discretion. The employee should undergo a medical evaluation that will include blood and urine tests for alcohol or other drugs and a physical examination by medical staff.

The employee should be suspended from work until lab test results are received unless:

- The physician clearly states the employee is fit for duty following a fitness-for-duty examination.

- The employee is released by the physician following an industrial accident. The release should state that the employee is fit for duty.

If, after the medical evaluation, the employee is considered to be impaired, management should transport the employee home and release the employee into the care of a family member, where possible.

If the alcohol and other drug screen results are positive, management should follow the guidelines under "Disciplinary Action," located earlier in this section.

If no alcohol or other drugs are present in the screen test results, management should consider these other situations:

- If evidence of work-related cause is found (for example, solvent exposure causing drowsiness or stumbling), the employee should receive treatment. The work-related condition should be evaluated and controlled to prevent a recurrence.
- If the cause is medical but not work-related (for example, uncontrolled diabetes), the employee should receive a release from his or her personal physician stating he or she is fit before returning to work.
- If the cause is unknown, the employee should receive a release from his or her personal physician stating he or she is fit before returning to work.

Possible Symptoms

Multiple symptoms or repeated observance of these symptoms may indicate alcohol or other substance abuse in some but not all people. The presence of one or more symptoms does not necessarily verify substance abuse. A number of health problems, both temporary and chronic, as well as a number of disabilities, may have one or more of these symptoms. Also, the absence of these symptoms does not disprove alcohol or other drug use.

- Wears sunglasses at inappropriate times.
- Eyes are unusually dilated or constricted.
- Has red-streaked eyes; frequently uses drops to clear eyes.
- Displays symptoms of mononucleosis.
- Has stomach or colon problems.
- Has chronic sore throat, bronchial cough, runny nose, asthmatic wheezing, or chest pains.
- Is nauseated or exhibits sweating or trembling.
- Has pale, pasty skin or rashes.
- Associates with known drug users.
- Has a change in attitude or behavior problems.
- Blames others for his or her own problems at work.
- Has an obnoxious or belligerent attitude.
- Lies while insisting he is telling the truth.
- Sleeps during the day or is suddenly exhausted.
- Exhibits rapid speech (doesn't slow down) or flat, expressionless speech.
- Has acute anxiety sometimes accompanied by paranoia.
- Loses appetite.
- Exhibits slurred speech.
- Chills easily or gets the shakes.
- Has poor memory or impaired ability to concentrate.
- Does not answer when spoken to. Has a blank facial expression.
- Exhibits decreasing performance at work.
- Is excessively absent because of illness.
- Has needle marks on arms or legs.
- Tries to hide breath and smoke odors with gum, mints, or spray.

Conditions of Reinstatement Agreement

I understand that my reinstatement to employment by the Church is conditional and subject to my satisfactorily fulfilling the following terms:

1. I will contact the drug referral center (center name) _____,
my personal physician, or a specialist of my choice for an evaluation at my expense and receive a written alcohol or other drug evaluation.
2. I will receive a physician's release to return to work or request a leave of absence for treatment. I understand regular medical or leave of absence policies will be followed.
3. Following reinstatement, I agree to submit to a screen test for alcohol or other drug use on a periodic or random basis. If these tests show the presence of alcohol or other drugs not prescribed by a licensed physician, I understand that I shall be terminated immediately.
4. I understand that on my return to reemployment, I am required to meet all established standards of conduct and job performance.
5. I understand that my failure to meet any of the above requirements will result in my immediate termination.
6. I understand that nothing contained herein shall be construed as a waiver of the Church's right to take normal employment disciplinary actions against me under existing policies and procedures for unsatisfactory work performance or misconduct. My use or treatment for using alcohol or other drugs shall not constitute a mitigating circumstance.

Employee name (please print)	Employee identification number
Employee signature	Date
Notary public	Commission expiration date

Consent to Physical Examination and Test (for alcohol or other substances—drugs)

Employee or applicant name (please print)		Employee identification number
<p>I hereby voluntarily consent to a physical examination and tests to be conducted by Church-designated physicians or other appropriate medical personnel. I voluntarily consent to the taking of samples of my blood, urine, breath, and any other samples for testing to determine the presence of alcohol or other drugs in my system. I voluntarily authorize the release of medical information concerning the</p>		<p>results of my physical examination and tests to Church supervisors and management who will use it to determine if I am in compliance with Church employment rules and policies on alcohol or other drugs. I understand that my refusal to sign this consent may be cause for termination or ineligibility for employment.</p>
Employee or applicant signature	Signature of witness	Date

Refusal to Consent to Physical Examination and Test (for alcohol or other substances—drugs)

Employee or applicant name (please print)		Employee identification number
<p>I decline to authorize the Church to perform a physical examination and test for alcohol or other drugs or to authorize the release of test results to Church supervisors and management. I understand that I</p>		<p>am entitled to a copy of this refusal. I also understand that my refusal to sign this consent may be cause for termination or ineligibility for employment with the Church.</p>
Employee or applicant signature	Signature of witness	Date

Appeal Procedures
for Substance Abuse
Testing Program

The Church will provide employees with a fair and effective process for presenting and resolving concerns for certain actions taken in connection with the Church's Substance Abuse Testing Program.

Provisions

1. Appeals will be handled at the appropriate level, as outlined in *Human Resource Policies and Procedures*, Policy J, "Employee Treatment" under "Procedure."
2. No employee who initiates an appeal according to the terms of this procedure will be subjected to any form of intimidation, harassment, or reprisal as a consequence of taking such action.
3. Whether the employee decides to use this appeal procedure or to pursue informal resolution, the Church will make the following available to the employee upon the written request of the employee to the department's Human Resource representative:
 - a. A copy of the report of the test conducted on the employee's specimen, providing the employee files the written request within 60 days of the date the employee's specimen was submitted.
 - b. A portion of the employee's specimen in a quantity suitable for laboratory testing by conventional drug screening methods, providing the employee files a written request within 90 days of the date the employee's specimen was submitted.

In releasing the employee's specimen to the employee, the Church will also give written notice to the employee that the Church's agents have no responsibility whatsoever for any alteration of the specimen, its content, or its properties that may result due to the handling or testing by the employee or any other parties once the specimen has left the custody of the Church's agents.

If an employee submits a written test result from a testing agency of the employee's choice reporting negative test results contrary to positive test results reported by the Church's testing agents, the Church will have the employee's retained specimen retested by the Church's agents. Their report will be final and binding unless the employee can show that the specimen was altered or improperly obtained. The Church will provide the employee a copy of this test report.

If the Church's agents' retest confirms positive test results, the employee's appeal of the retest results will be denied, as well as the appeal of any disciplinary action that may have been taken based upon positive test results. If the retest results from the Church's agents are negative, the employee's appeal of test results will be rescinded and the employee will be compensated for any lost wages or benefits attributable to positive test results from the employee's specimen.

4. At any time in the appeal process, an employee will be allowed to review all documentation relating to the collection, handling, and testing of the specimen. He or she will be allowed to present relevant information to the designated appeals body. The Church or the employee may request retesting of the specimen by a reference testing facility, whose results will prevail.

6. Environmental Guidelines

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6. Environmental Guidelines

Introduction

The environmental guidelines in this section should help reduce incidents and promote a healthful work environment. Managers and supervisors should be familiar with these guidelines and use those that apply to employees and their jobs.

These guidelines are arranged alphabetically. Put any subsequent environmental guidelines you receive at the end of this section.

If questions about any of these guidelines cannot be resolved with your management team, contact the Risk Management Division, Floor 16, 50 East North Temple Street, Salt Lake City, UT 84150-3630. Or telephone 1-800-453-3860, extension 2-4049, toll free in the United States and Canada; direct dial: 1-801-240-4049.

Drinking Water Quality and Purification Systems

Water quality requirements and monitoring by health officials may vary depending on your drinking water system category and local rules. Most regulations require periodic sanitary surveys by health officials and periodic monitoring. Contact your local government for rules for drinking water systems.

Hazardous Waste Management

These guidelines provide information about hazardous waste management. They identify what wastes are hazardous and what reduction, storage, and disposal options exist for managing hazardous waste. These guidelines do not substitute for local hazardous waste regulations; they are to be used as general references.

Overview

Hazardous waste is generated by nearly all industrial and commercial activities. Thousands of leaking toxic dumps, pits, ponds, and lagoons resulting from improperly managed hazardous wastes present expensive and often irreversible environmental and health problems. Responsible hazardous waste management and knowledge of waste management options can help minimize these problems.

A hazardous waste is any hazardous solid, liquid, or contained gaseous material that is (1) no longer used, (2) recycled, (3) thrown away, or (4) stored until enough has accumulated for treatment or disposal. Waste is considered hazardous if it:

- Causes injury, illness, or death to humans or animals.
- Damages or pollutes the land, air, or water.

Hazardous wastes are generally categorized in two ways:

1. Listed hazardous wastes
 2. Characteristic hazardous wastes
-

Listed Hazardous Wastes

The local government may specifically list certain wastes as hazardous.

Characteristic Hazardous Wastes

Characteristic hazardous wastes exhibit certain properties that make them harmful to human or animal health or the environment. These properties are:

- **Ignitability.** A liquid is considered ignitable if it has a “flash point” below 140 degrees Fahrenheit. A solid is considered ignitable if it can spontaneously catch fire and burn so persistently that it presents a hazard.
- **Corrosivity.** Any water-based waste having a pH of 2 or less or 12.5 or greater is considered corrosive.
- **Reactivity.** Unstable or explosive wastes or wastes that react violently when brought into contact with water are considered reactive.
- **Toxicity.** Wastes that release certain amounts of toxic metals, solvents, or other materials when subjected to a specific laboratory procedure are known as toxicity characteristic (TC) wastes.

Excluded Wastes

Some solid wastes are excluded as hazardous wastes, even though they may possess hazardous waste characteristics. Whether they are not included depends on the type of material and the method of management. Below is a partial listing of the most common wastes that are generally excluded as hazardous waste:

- Household hazardous waste
- Intact used lead-acid batteries destined for off-site recycling
- Used oil that has not been mixed with a hazardous waste (such as a solvent) and is properly recycled or used for energy recovery
- Residue in empty containers

Types of Hazardous Wastes Produced

While hazardous waste is usually associated with large industries, some Church operations and affiliated businesses generate hazardous waste. Following is a list of hazardous wastes commonly produced by Church operations:

Types of Operation	Types of Hazardous Waste Produced
Construction	Acids and bases (cleaners, etching wastes) Ignitable wastes (waste paint, paint sludge) Solvents (degreasers, thinners)
Equipment repair and maintenance	Acids and bases (cleaning solutions) Heavy metals (antifreeze, oils) Ignitable wastes (paint sludge, thinners) Solvents (degreasers, cleaners)
Printing	Acids and bases (plate etching solutions) Heavy metals (waste inks, sludge, plating waste) Solvents (cleaning solutions, fountain solutions, blanket washes)
Vehicle maintenance and auto body work	Acids and bases (hot tank wastes, lead-acid batteries) Heavy metals (hot tank wastes, antifreeze) Ignitable wastes (waste paints, paint sludge, thinners) Solvents (degreasers, cleaners)
Custodial work	Acids and bases (boiler treatment chemicals, cleaning solutions) Solvents (cleaning solutions)
Farm operations	Acids and bases (cleaning solutions) Ignitable wastes (cleaning solutions, waste paints, paint sludge, thinners) Solvents (cleaning solutions) Pesticides and herbicides

Hazardous Waste Generators

It is the responsibility of those generating waste to determine if the waste is hazardous. Many people do not think their operations “generate” hazardous waste because they do not involve an industrial or manufacturing process. However, hazardous wastes may be generated when:

- A material, such as a solvent, has been used and is spent.
- A stored material has exceeded its shelf life, is no longer usable, and must be discarded.

For example, maintenance activities will not generate the types of hazardous wastes commonly associated with an industrial process. However, they may generate hazardous waste in the form of discarded paints and solvents or other materials. Thus they would be classified as a hazardous waste generator.

Specific Waste Management Requirements

Although the amounts of hazardous wastes produced by most Church operations are small, managers and supervisors shall have a responsibility to manage their wastes properly for the protection of human health and the environment.

Hazardous waste should be disposed of only at approved management facilities.

Benefits of Proper Waste Management

Beyond reducing environmental risks, proper hazardous waste management makes good business sense. Here are some of the benefits of a sound hazardous waste management program:

- **Reduced Economic Liability.** Improper disposal of hazardous waste can lead to very costly cleanups. The economic burden of such liability can be minimized, if not altogether avoided, by using good waste management procedures.
 - **Maintenance of Property Value.** A property with known or suspected contamination from hazardous wastes can suffer serious loss of value.
 - **Enhanced Public Image.** Not managing hazardous wastes responsibly may lead to negative publicity.
 - **Minimized Worker Exposure.** Proper hazardous waste management can reduce worker exposure to chemicals.
-

In-House Waste Audit

One of the best ways to begin developing a good hazardous waste management program is for managers and supervisors to see that an in-house waste audit is conducted. The purpose of the audit is to determine not only what hazardous wastes are generated, but to explore the options available for storing, treating, and disposing of these wastes. The following are major steps in conducting the in-house audit:

- Step 1 **List Inventory Wastes Produced.** List all wastes currently produced.
- Step 2 **Decide Which Wastes Are Hazardous.**
- Step 3 **Determine Generator Category.** The generator category will be defined by local government regulations. These categories typically depend on the amount and type of waste produced.
- Step 4 **Evaluate Current Waste Management Methods.** Evaluate by asking the following questions:
 - **Handling.** How is waste presently handled? How many employees are trained to handle hazardous waste? Is training adequate? Is there enough background information on the chemicals in the waste to understand the health and environmental risks?
 - **Storage.** Where is the waste stored? For how long? Are several small containers used to hold waste, or is it accumulated in large containers? Are all waste containers properly labeled?

- **Disposal.** What are all the disposal options? What are the costs of different disposal options?
- **Recycling, Reducing, and Reusing.** Can any of the waste be recycled, reduced, or reused? Much work has been done in the area of waste reduction. Even simple waste reduction methods can result in significant savings.
- **Emergencies.** What provisions have been made for emergency response?

Waste Management
Tips and
Recommendations

Following are several principles to keep in mind when developing a hazardous waste management program.

Waste Reduction

Reducing hazardous wastes or eliminating them altogether is the best way to avoid liability, the expense of hazardous waste management, and the risks to human health and the environment. Consider the following reduction methods:

- Substitute raw materials.** Nonhazardous or less toxic materials can sometimes be substituted for hazardous ones to reduce or eliminate hazardous waste generation.
- Manage your inventory wisely.** Use the following suggestions.
 - Buy only what you will use.
 - Rotate inventory so older material is used first.
 - Store material to prevent spills and leaks.
 - Set up an inventory tracking system.
 - Label all containers with contents and date.
 - Don't accept free samples you won't use.
- Segregate wastes.** Hazardous waste mixed with nonhazardous waste results in hazardous waste. Mixing different types of hazardous wastes may reduce management options.
- Modify your process and equipment.** Old or inefficient processes and equipment often account for excess use of toxic substances and may generate unnecessary hazardous waste.
- Use good housekeeping practices.** Consider the following suggestions.
 - Regularly inspect and maintain equipment.
 - Replace seals and gaskets.
 - Repair leaks immediately.
 - Use tight fitting lids to prevent evaporation.
 - Wipe up spills whenever possible, rather than hosing them down.
 - Use spigots and pumps instead of pouring.
 - Have a spill prevention program.
 - Use drip pans.
 - Train employees in proper management.
- Reuse and recycle.** On-site use and reuse of waste materials reduces the amount of waste generated. Consider:
 - Recycling back into the production process as a raw material.
 - Filtering and reusing.
 - Purchasing distillation or recovery units.
 - Sending waste off-site for recycling.

Disposal

Do not dispose of hazardous or industrial waste in:

- Septic systems, dry wells, bore holes, or on the land.
- Storm drains, streams, rivers, or other water bodies.
- Sewer systems or municipal landfills without prior permission.

<i>Container Storage</i>	<p>Dispose of hazardous waste only at permitted hazardous waste facilities.</p> <ul style="list-style-type: none"> • Do not store hazardous waste containers on a gravel surface. Where possible, store hazardous waste on an impermeable surface with secondary containment. The storage area should be covered to protect wastes from storm water. • Keep empty containers closed and on their sides with their bungs in when stored outside. This prevents rainwater from filling the container. • Label all containers with their contents, whether they contain waste, product, or are empty.
<i>Hazardous Waste Management Firms</i>	<p>Not all hazardous waste management firms are qualified to manage your wastes. Use only well-established and well-managed facilities.</p>

Underground Storage Tank Requirements	<p>Regulatory requirements will vary according to where the Underground Storage Tank (UST) is located. Typically, underground storage tanks should have some type of corrosion, leak, spill, and overflow protection. Below are a few methods for meeting these requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Corrosion Protection. The tank should have one of the following: <ul style="list-style-type: none"> • Cathodic protection system for steel tanks • Double-wall fiberglass • Steel-clad fiberglass <input type="checkbox"/> Leak Detection <ul style="list-style-type: none"> • Approved monitoring plan <input type="checkbox"/> Spill and Overflow Devices <ul style="list-style-type: none"> • Catch basins • Automatic shutoff devices • Overfill alarms • Ball float valve
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Piping	<p>Piping must also meet corrosion and leak detection requirements. This may include using double-wall fiberglass or coated and cathodically protected steel. Periodic monitoring for leaking pipes also may be required.</p>
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New Petroleum Tanks	<p>When a new petroleum tank is installed, an aboveground tank is recommended. If an underground tank is the only option available, a double-wall fiberglass tank or jacketed steel tank is recommended.</p>
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Water Pollution Control	<p>Church facilities should institute appropriate controls to prevent water pollution. Some pollutants created by Church operations may include heat, industrial, municipal, and agricultural waste discharged into water. Waters potentially include surface waters and groundwater, including storm drains or culverts.</p> <p>Managers and supervisors of Church facilities should work with local regulators in complying with local water pollution regulations. Some Church operations that may require water pollution controls include:</p> <ul style="list-style-type: none"> • Concentrated animal feeding operations • Sewage treatment discharges • Discharges associated with industrial activity • Storm water discharges
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7. Hazard Communications

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7. Hazard Communications

Hazard Communication Program

A hazard communication program is required for all Church employees who work with hazardous chemicals. If you have questions, contact your management or the Risk Management Division, Floor 16, 50 East North Temple Street, Salt Lake City, UT 84150-3630; or telephone 1-800-453-3860, extension 2-4049, toll free in the United States and Canada; direct dial: 1-801-240-4049.

The purpose of the hazard communication program is to ensure that:

- An evaluation is made of the hazards of all chemicals produced or imported by chemical manufacturers or importers.
- Information about chemical hazards is transmitted to appropriate employees by means of a comprehensive hazard communication program.

Responsibilities

Managers and supervisors should develop and implement a hazard communication program at each work location. The program should include the following:

1. Identify hazardous chemicals.
2. Label chemical containers with warning labels.
3. Provide access to chemical information sheets such as Material Safety Data Sheets (MSDSs).
4. Provide information and training for appropriate employees.
5. Provide a hazard communication binder for each work location.

Following is more information about the five basic parts of the program and a list of tasks for each part:

1. Identify Hazardous Chemicals

The chemical manufacturer or importer is responsible for determining if a chemical is hazardous. As a user, you may rely on the evaluation from these suppliers through labels on containers and chemical information sheets.

Managers and supervisors should complete the [Chemical Inventory List](#) (see "Forms" section) and do the following:

- Conduct an on-site chemical inventory by writing down the names of all chemicals that have a label indicating a potential hazard (for example, "flammable" or "causes skin irritation"). List each hazardous chemical by name, using the identity that appears on the appropriate chemical information sheet and label for the chemical. Compile the list for the entire workplace or for individual work areas in various sections of the facility. The list will be part of the written program and should be made available to employees upon request.

2. Label Chemical Containers with Warning Labels

- All hazardous materials in the workplace should be labeled with the (a) chemical name, (b) appropriate hazard warnings, and (c) manufacturer's name and address.
- Check all incoming shipments of hazardous chemicals to be sure they are labeled.
- Label all materials transferred into portable containers with the appropriate identification and warning statements.

- Do not remove or deface existing labels on incoming containers of hazardous chemicals unless the container is labeled immediately with the required information.

3. Provide Access to Chemical Information Sheets

Chemical information sheets (such as Material Safety Data Sheets [MSDS]) should be provided by the chemical supplier when the product is shipped or delivered for the first time or when the sheet is changed.

- Compile the chemical information sheets in a three-ring binder as part of the written hazard communication program (see “5. Hazard Communication Binder,” 7-00).
- Maintain chemical information sheet files for all hazardous chemicals. The sheets should be kept in readily accessible areas and be available to all employees in the appropriate language. The sheets should contain the following:
 - Chemical identification
 - Hazardous ingredient data
 - Physical data
 - Fire and explosion data
 - Health hazard data
 - Reactivity data
 - Spill or leak procedures
 - Special protection data
 - Special precautions
- Index chemical information sheets by names that employees or others will recognize. This could be by type of product, trade name, or chemical name, whichever employees are familiar with and can easily recognize. Tell each employee about the binder and where it may be found. This location should be readily accessible at all times during working hours and should be on the premises where the employees work.
- Give each location a full set of chemical information sheets for those chemicals listed on the [Chemical Inventory List](#). If you have not received a particular chemical information sheet or it is missing, request it in writing from the supplier who provided the chemical. If the chemical supplier cannot provide this information, do not purchase chemicals from them.
- In case of injury, a physician might need the information on the chemical information sheet to determine proper treatment. Therefore, others who might not necessarily be directly involved in using the products should also know the binder’s location.
- Advise all those who receive telephone calls for each location of where the binder is located. They then can supply needed information requested by a poison control center, hospital, doctor, or others in an emergency.

4. Provide Information and Training for Employees

Train employees on the hazardous chemicals in their work area. Employees should be trained as part of general training when they are initially assigned. Employees should learn about the following:

- Provisions of the hazard communication program.
- Operations in their work areas where hazardous chemicals are present.
- Location of hazardous chemicals and the hazard communication binder.
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
- Physical and health hazards of the chemicals in the work area.

- Measures employees can take to protect themselves from these hazards. This includes information on work practices, emergency procedures, and personal protective equipment.
- Work procedures to follow that ensure protection when cleaning hazardous chemical spills and leaks.

Provide employees with additional training concerning workplace hazards when:

- Chemicals with new hazards are introduced into the workplace.
- Process or equipment changes are made that could cause new or increased exposures.
- Procedures and work practices are introduced or changed that could cause new or increased employee exposure.
- Employees are transferred from one work area to another where different hazards may be present.

Follow up and evaluate the training program periodically to make sure employees know how to handle the chemicals they use and how to apply the training. Periodic training throughout the year should be provided to employees who work frequently with chemicals and may be at high risk.

Documenting Training Sessions. Include a record of employee training in each employee's training file and the hazard communication binder. Use the [Safety Meeting Attendance Record](#) (see the "Forms" section).

- Keep a log showing the date of the training, who attended, what chemicals were covered, and the name of the instructor. Employees who attend should sign the log as proof they were there, were trained, and understood what was taught.

Hazardous Nonroutine Tasks. The supervisor of an employee performing a hazardous nonroutine task should train that employee concerning the task. Training should include procedures pertaining to the task. The employee should inform the supervisor when a nonroutine task will be performed.

Some nonroutine tasks require special permits before work begins or require that some special procedures be followed. Employees should follow these procedures to ensure their own safety.

Contractors. When they first enter the premises, advise contracted employees or their supervisor of safety regulations. Contracted employees are expected to take appropriate measures to protect themselves from any hazards present. They should be informed of hazards they may be exposed to and of the availability of the chemical information sheets. The contractors should, in turn, notify you of hazards they may expose your employees to and provide information for hazardous materials they introduce.

5. Provide a Hazard Communication Binder

Managers and supervisors should prepare a hazard communication binder for each work location.

Put the hazard communication information in a clearly labeled three-ring binder and make it available to all employees and contractors. Keep a binder at each work location. The binder should be divided into sections and include the following:

Section One: Emergency Contacts

List of [emergency telephone numbers](#), including the poison control number for the area.

Section Two: [Chemical Inventory List](#)

List of the hazardous chemicals known to be present in the workplace.

Section Three: Chemical Information Sheets

Chemical information sheets for the chemicals in the location.

Section Four: Training Materials

Training records for the employees who work at the location.

Section Five: Other Materials

Other pertinent information as necessary.

8. Forms

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	Chemical Inventory List	
	Confined Space Entry Permit	
	Emergency Telephone Numbers	
	Employee Safety Orientation Checklist and Employee Safety and Health Information	
	Hazard Communication Training Session Record	
	Hot Work Permit	
	Incident Report (Outside U.S. and Canada)	
	Respirator Medical Determination	
	Respirator Qualitative Fit Test Record	
	Safety Action Request	
	Safety and Health Committee Meeting Record and Safety Meeting Attendance Record	
	Safety and Health Inspection Checklist	

8. Forms

Introduction

The forms in this section will help managers and supervisors (1) promote a safe and healthy work environment, (2) prevent incidents, and (3) fulfill legal requirements.

The forms are arranged alphabetically. Make copies of the forms in this section as needed. In cases where multiple copies of a completed form are required, make one copy of the form from this section, complete the form, and then make the required number of copies from the completed form.

Description of Forms The following chart lists the forms alphabetically, indicates who is responsible for completing each, briefly describes the purpose of each form and where each is kept or sent, and tells how long each form should be retained.

Description of Forms

Form Title	Responsible Person	Purpose	Retention
Chemical Inventory List	Manager or supervisor	To show all chemical products at a Church facility and whether or not there is a chemical information sheet for that chemical. Keep the form at the facility and update it as changes occur.	Keep lists for 30 years.
Confined Space Entry Permit	Manager or supervisor	To permit employees or contract workers entrance into a confined space. Post the permit at the job site.	Keep 1 year plus current year.
Emergency Telephone Numbers	Manager or supervisor	To provide every employee or volunteer access to emergency phone numbers. Post near each telephone and other critical areas.	Always keep an updated copy posted.
Employee Safety Orientation Checklist and Employee Safety and Health Information	Manager or supervisor	To conduct safety orientations for employees new to Church employment and for employees recently transferred into the department. Keep the completed form in the employee's file.	Keep as long as employee is active.
Hazard Communication Training Session Record	Instructor of hazard communication training or supervisor	To have a record of employees attending required hazard communication training. Keep on file at facility.	Keep for 3 years plus current year.
Hot Work Permit	Manager or supervisor	To permit employees or contract workers to use "hot" tools and equipment at a Church facility. Post the permit at the job site.	Keep until job is completed.
Incident Report (Outside U.S. and Canada)	Person involved in incident and his or her manager or supervisor	To report the nature and causes of an incident or loss of Church property. Send the form to the Facilities Management Department at Church headquarters. Send a copy to the Risk Management Division at Church headquarters within 10 days after the incident. Keep a copy on file.	Keep for 3 years plus current year.
Respirator Medical Determination	Employee and his or her physician	To report the nature of the employee's respiratory problem and the type of respirator needed. Keep the completed form in the employee's file.	Keep as long as employee is active.
Respirator Qualitative Fit Test Record—Irritant Smoke Protocol	Person testing the fit of the respirator	To determine if the respirator properly fits the employee. Keep the completed form in the employee's file.	Keep as long as employee is active.

Description of Forms

Form Title	Responsible Person	Purpose	Retention
Safety Action Request	Employee or volunteer	To report the nature and location of any potential hazard. Give completed form to the manager or supervisor. Keep a copy on file.	Keep 1 year plus current year.
Safety and Health Committee Meeting Record	Chairperson of safety and health committee or person conducting a general safety meeting if form is used to record those attending	To record proceedings of the safety and health committee. May also be used to record those attending general safety meetings. Use as administrative tool in making plans and following up on action items. Chairperson keeps a copy on file.	Keep 1 year plus current year.
Safety Meeting Attendance Record	Manager or supervisor	To organize and report safety meetings held.	Keep 1 year plus current year.
Safety and Health Inspection Checklist	Manager or supervisor	To report any unsafe practices or potential or near-miss incidents. Use to report problems to safety and health committee. Keep a copy on file.	Keep 1 year plus current year.

Confined Space Entry Permit

No confined space may be entered until this permit has been completed, checked, and signed.

Building or area	Date (good this day only)
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Space name	Date and time permit issued	Date and time permit canceled
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Work to be done

Entry hazards/Remarks/Special conditions (such as Hot Work Permit), etc.

Authorized Signatures

I certify to the accuracy of this permit and that all specified conditions have been satisfied.	Supervisor's signature	Date
	Signature of person performing tests	Date
I have been instructed on proper, safe confined space entry and understand my duties.	Attendant's signature(s)	Authorized entrant's signature(s)

The following conditions must be complied with before this permit can be signed.

1. Gas, product, steam, solvent, water, and hazardous lines blanked Yes Not applicable
2. Space cleaned, washed, purged Yes Not necessary
3. Switches locked and tagged out Yes Not applicable
4. Surrounding area checked for hazardous conditions Yes Not necessary
5. Employees in immediate area alerted Yes Not necessary
6. Mechanical ventilation provided Yes Not necessary
7. Natural ventilation only Yes Not applicable
8. Respirator required Yes Not necessary
If yes, a self-contained breathing apparatus must be at the site.
9. Protective clothing required Yes Not necessary
If yes, type _____
10. Employee wearing harness attached to lifeline Yes, necessary
11. Ladder at work site Yes Not necessary Aluminum Wood
12. Low voltage electrical equipment required Yes Not necessary
13. Communications equipment required Yes Not necessary
14. Flashlight, lifeline, and safety harness at work site Yes, necessary
15. Attendant assigned and properly instructed Yes, necessary
16. Call for help or sound alarm by Airhorn Telephone number _____ **Date** _____ **Time** _____
17. Oxygen deficiency test taken Yes, necessary % O₂ _____
18. Flammable vapors test taken Yes Not applicable % LEL _____
19. Carbon monoxide or toxic gas test Yes Not applicable PPM _____

This permit is to remain at the job site until the job is completed.

Emergency Telephone Numbers



Place a copy of this sheet near each telephone and other critical areas.

AMBULANCES and RESCUE

FIRE DEPARTMENT

POLICE and SHERIFF

HIGHWAY PATROL

POISON CONTROL

**RISK MANAGEMENT
Church Headquarters**

1-801-240-4049 (Salt Lake City area)

1-800-453-3860, ext. 2-4049
(all other areas, toll free)

Other:

Employee Safety Orientation Checklist

1. Supervisors use this checklist as a guide for conducting safety orientations for employees new to Church employment and for employees who have recently transferred into the department.
2. After the orientation, both the supervisor and employee should sign this checklist.
3. Keep the signed checklist in the employee's personnel file for as long as the employee is active. The signed checklist shows the orientation has taken place.

Employee name	Title
Division or department	Hire or transfer date

Check each box to show that the subject has been covered with the employee.

- 1. Explain the safety program, including the following:
 - On-the-job training
 - Safety meetings
 - Safety and Health Committee
- 2. Train the employee in the use of any required personal protective equipment.
- 3. Explain the line of communication and responsibility for reporting all hazards and incidents including:
 - How to report unsafe conditions and practices
 - When to report an injury
 - How to report an injury
 - Whom to report an injury to
 - Filing incident and Workers' Compensation report forms
 - Reviewing any state-required industrial insurance benefit information
- 4. Give a general overview of the operation, procedures, methods, and hazards related to the employee's job and duties, such as:
 - Hazard Communication Program
 - Lockout/Tagout Program
 - Confined space entry
- 5. Explain pertinent safety rules, including local, state, and federal safety and health codes.
- 6. Discuss first-aid supplies, equipment, and training, including:
 - Getting treatment
 - Location of first-aid facilities
 - Location and names of first-aid providers
 - Bloodborne pathogen standard (as appropriate)
- 7. Explain the emergency plan, including:
 - Pointing out exit locations and evacuation routes
 - Using fire-fighting equipment (extinguishers)
 - Specific emergency procedures (medical, chemical, fire, earthquake)
- 8. Review motor vehicle safety guidelines.
- 9. Discuss the following employee work habits as they apply to safety on the job:
 - Proper lifting techniques
 - Avoiding horseplay and fighting
 - Good housekeeping practices
- 10. Review safety information on the back of this form.

The employee should not sign this document unless all items are discussed and all questions are satisfactorily answered.

The signatures below indicate that all of the above elements have been discussed to the satisfaction of both the employee and the supervisor and that both the employee and supervisor accept responsibility for maintaining a safe and healthful work environment.

Supervisor's signature	Date
Employee's signature	Date

Employee Safety and Health Information

Introduction

The Church is concerned with providing employees and volunteers a safe and healthful workplace. Preventing on-the-job injuries and illnesses is a high priority. To accomplish this requires a conscious effort by employees and volunteers in all departments.

Employee and Volunteer Responsibility

All employees and volunteers should have received a safety and health orientation from their supervisor. The following are some important aspects of safety and health that employees should give particular attention.

Employees and volunteers should—

- Work together to comply with safety regulations and work within established Church guidelines. Safety and health should be part of every task.
- Remember that employee and volunteer actions on the job can have significant effects on co-workers, visitors to Church facilities, family members, and others.
- Observe general safety and health rules.
- Participate in periodic safety and health meetings and safety training.
- Report any job-related injury or illness to a supervisor and promptly seek treatment. Notify health care providers if the injury or illness was job-related and give providers the Risk Management Division address for reports and bills.
- Report hazardous co-worker behavior or other conditions promptly to a supervisor or Safety and Health Committee representative. Use the Safety Action Request form, available from your manager or supervisor, to report such conditions.
- Travel in motor vehicles or forklifts only when wearing installed seat belts and follow the motor vehicle safety guidelines if operating vehicles on the job.

- Use proper manual lifting techniques.
- Keep aisles, walkways, stairways, exit doors, and working areas clear of obstacles and hazards.
- Be familiar with evacuation procedures and know the location of emergency exits.
- Be familiar with the location and use of emergency equipment, such as fire extinguishers, fire alarms, and fire hoses.
- Use equipment and tools only after receiving proper operating, maintenance, and safety training.
- Observe hazard signs and labels.
- Do not use alcohol or other drugs that impair performance.
- Do not work under the influence of medication (prescription or nonprescription) that impairs performance.

Managers and supervisors should help employees understand and practice these and other safety and health procedures. For more information, see your supervisor or contact:

RISK MANAGEMENT DIVISION
50 E NORTH TEMPLE ST FL 16
SALT LAKE CITY UT 84150-3630

Telephone 1-801-240-4049

Hazard Communication Training Session Record

Department and location	Instructor
Location of class	Date held

Subject(s)

I, the undersigned, do verify that I have received safety training and product information, including Material Safety Data Sheets (MSDSs), concerning the items listed above under "Subject(s)." I also verify that I understand this information and that I am signing this voluntarily.

Employee name (please print)	Employee number (if applicable)	Employee signature

7/00. Printed in the USA. 36462

Hot Work Permit

Permit must be approved before work is performed.
 Permit must be displayed at work site until work is completed.

Building and location		Date
From	To	
	AM/PM	AM/PM

Nature of Work (be specific)

	Easy access to a proper fire extinguisher is always required.
--	---

Tools or Equipment

- Electric power tools
 Welding and cutting equipment
 Pneumatic tools
 Explosive-actuated tools
 Other (specify) _____

Precautions to Take (as determined by permit issuer)

- Relocate combustible materials 35 feet from work site.
- Relocate flammable materials 35 feet from work site.
- Provide continuous firewatch.
- Know status of fire protection and detection systems (activated or deactivated).
- Keep combustible floors wet or provide fire-resistant shields.
- Provide fireproof shielding for combustible materials within 35 feet, if relocation is impractical.
- Make sure fire watchers know how to sound the fire alarm.
- Maintain firewatch for ½ hour after work is completed.
- Other (specify): _____

Approval Signatures

Authorized permit issuer	Location supervisor	Employee

Incident Report (Outside U.S. and Canada)

RISK MANAGEMENT
 50 E NORTH TEMPLE ST
 SALT LAKE CITY UT 84150-0016
 Telephone: 801-240-4049 Fax: 801-240-1728

Immediately notify Risk Management of any of the following incidents: (1) Accidental death, serious injury (when the injured person seeks medical treatment and incurs medical expenses), or damage to third-party property when the third-party seeks reimbursement for that damage and when the injury or damage occurs during a Church-sponsored activity, on Church property, in the course of Church employment or assignment, or while operating a Church-owned vehicle; (2) actual or threatened legal proceedings (civil proceedings, labor, employment, personal injury, construction, corporate, real estate disputes, criminal charges, governmental actions, and so on) and claims for money against the Church, its agents, employees, representatives, or affiliates; or (3) employment disputes involving worthiness issues requiring special attention (also advise the Human Resource Department at Church headquarters).

Church unit and area office	Church contact person	Phone (with area code)	Fax (with area code)
Location where the incident occurred		Date of incident	Time of incident
Incident description and status of investigation (who, what, when, where, why)			

Person(s) Injured or Involved as a Witness Include street address, city, state, province, country, and postal code in address.

Name	Phone (with area code)	Injured <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee <input type="checkbox"/> Yes <input type="checkbox"/> No	Witness <input type="checkbox"/> Yes <input type="checkbox"/> No
Address				
Name	Phone (with area code)	Injured <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee <input type="checkbox"/> Yes <input type="checkbox"/> No	Witness <input type="checkbox"/> Yes <input type="checkbox"/> No
Address				
Name	Phone (with area code)	Injured <input type="checkbox"/> Yes <input type="checkbox"/> No	Employee <input type="checkbox"/> Yes <input type="checkbox"/> No	Witness <input type="checkbox"/> Yes <input type="checkbox"/> No
Address				

Local Church Legal Counsel

Name	Phone (with area code)
Address	Fax (with area code)

Claimant demand (if any) U.S. \$	Claimant injuries
Litigation filed <input type="checkbox"/> Yes <input type="checkbox"/> No	Auto accident <input type="checkbox"/> Yes <input type="checkbox"/> No
	Auto insurance notified <input type="checkbox"/> Yes <input type="checkbox"/> No

Estimated claim expenses (legal fees and investigation costs)	U.S. \$
Estimated indemnity or settlement payment	U.S. \$
Estimated medical expenses	U.S. \$
Total estimated costs and expenses	U.S. \$

Attach critical documentation (witness statements, demand letters, police reports, and so on)

Submitted by	Date submitted
--------------	----------------

Respirator Medical Determination

The employee should use this form to give the examining physician information about the type of respirator to be used and the nature of the respiratory hazards. The physician will provide an opinion on this form regarding the employee's ability to perform a job while using respiratory protection. The employer should keep this completed form on file.

Employee's name			
Birth date	Weight	Height	Work phone
Job title		Supervisor's name	
Work address	City	State/Province	Postal code

Previous respirator use
 Have you ever worn a respirator before? Yes No If YES, describe the type of respirator, condition, and any apparent difficulties using it.

Respirator Information

Respirator type
 Gas or vapor Dust or mist mask Canister or cartridge Air-supplied Self-contained breathing apparatus Other

Frequency of respirator use
 Daily Special circumstances only Occasionally — How often?

Work level when using respirator
 Light Moderate Heavy

Potential respiratory hazards (please list)

Employee's signature	Date
----------------------	------

Medical Examination Results (Physician use only)

Approval to use respirator
 Yes No

Comments

Physician's signature	Date
-----------------------	------

Respirator Qualitative Fit Test Record

Irritant Smoke Protocol

Employee's name	Date
-----------------	------

Work location

Respirator Information

Type	Manufacturer
Size	Approval number

Test Checklist

<input type="checkbox"/> Employee smells smoke	Employee performs the following exercises:
<input type="checkbox"/> Employee wears respirator for 10 minutes	
<input type="checkbox"/> Tester reviews protocol with employee	
<input type="checkbox"/> Employee performs positive and negative pressure test	
<input type="checkbox"/> Employee advised to keep eyes closed during test	
<input type="checkbox"/> Tester directs stream of smoke to the face seal area	
<input type="checkbox"/> Yes <input type="checkbox"/> No Respirator can be properly fitted	
<input type="checkbox"/> Yes <input type="checkbox"/> No Employee feels comfortable with respirator	

Comments

Signature

Tester's name	Tester's signature	Date
---------------	--------------------	------

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Safety Action Request

1. Print legibly or type.
2. Immediately record any potential hazard on this form.
3. Give the form to your supervisor or manager.

Date

Reported by

Describe nature and location of potential hazard.

List the action to be taken.

Date action completed

Supervisor's signature

Safety and Health Committee Meeting Record

1. Use additional pages if necessary to describe events fully.
2. Keep minutes on file for one year plus current year.
3. Print legibly or type.
4. When using this form for a safety meeting, record attendance on the back.

Meeting date	Location	Chairperson
--------------	----------	-------------

Persons Present (Designation: E=Employee M=Management) Use the back of this form if more are present.

Persons absent

Agenda (Suggested items)

1. Invocation.

2. Read, approve, and correct minutes from previous meeting.

3. Monthly safety lesson.

4. Old business (report progress on items discussed from previous meetings).

5. New business (assign someone to research or follow up on each hazard or item listed).

6. Review accident and inspection reports (if applicable).

7. Other business (describe).

8. Items referred to management (if applicable).

Comments

Date and time of next meeting	Place of next meeting
Minutes approved (chairperson's signature)	

Safety and Health Inspection Checklist

1. Use this checklist while looking for any unsafe practices and potential or near-miss incidents.
2. After the inspection is completed, report any problems to the safety and health committee.
3. Keep the signed checklist on file for one year plus the current year.

Department and location	Date of inspection
-------------------------	--------------------

Check each item either "S" for satisfactory or "U" for unsatisfactory and action required

S	U	Key elements to check	S	U	Key elements to check
<input type="checkbox"/>	<input type="checkbox"/>	Machinery	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equipment
<input type="checkbox"/>	<input type="checkbox"/>	Point-of-operation guard	<input type="checkbox"/>	<input type="checkbox"/>	Goggles or face shields
<input type="checkbox"/>	<input type="checkbox"/>	Belts, pulleys, gears, shafts, and so on	<input type="checkbox"/>	<input type="checkbox"/>	Safety shoes
<input type="checkbox"/>	<input type="checkbox"/>	Oiling, cleaning, and adjusting	<input type="checkbox"/>	<input type="checkbox"/>	Hard hats
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance and oil leaks	<input type="checkbox"/>	<input type="checkbox"/>	Gloves
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Respirators or gas masks
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Protective clothing
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Safety glasses
<input type="checkbox"/>	<input type="checkbox"/>	Pressure equipment			
<input type="checkbox"/>	<input type="checkbox"/>	Steam equipment			
<input type="checkbox"/>	<input type="checkbox"/>	Air receivers and compressors			
<input type="checkbox"/>	<input type="checkbox"/>	Gas cylinders and hoses			
<input type="checkbox"/>	<input type="checkbox"/>	Unsafe practices	<input type="checkbox"/>	<input type="checkbox"/>	Fire protection
<input type="checkbox"/>	<input type="checkbox"/>	Excessive speed of vehicles	<input type="checkbox"/>	<input type="checkbox"/>	Extinguishing equipment
<input type="checkbox"/>	<input type="checkbox"/>	Improper lifting	<input type="checkbox"/>	<input type="checkbox"/>	Standpipes, hoses, sprinkler heads, and valves
<input type="checkbox"/>	<input type="checkbox"/>	Horseplay	<input type="checkbox"/>	<input type="checkbox"/>	Exits, stairs, and signs
<input type="checkbox"/>	<input type="checkbox"/>	Running in the aisles or on stairs	<input type="checkbox"/>	<input type="checkbox"/>	Storing flammable material
<input type="checkbox"/>	<input type="checkbox"/>	Improper use of air hoses			
<input type="checkbox"/>	<input type="checkbox"/>	Working under suspended loads			
<input type="checkbox"/>	<input type="checkbox"/>	Working on machines in motion			
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	First aid	<input type="checkbox"/>	<input type="checkbox"/>	Materials handling equipment
<input type="checkbox"/>	<input type="checkbox"/>	First-aid kits	<input type="checkbox"/>	<input type="checkbox"/>	Ladders and scaffolds
<input type="checkbox"/>	<input type="checkbox"/>	Stretchers and fire blankets	<input type="checkbox"/>	<input type="checkbox"/>	Power trucks, hand trucks
<input type="checkbox"/>	<input type="checkbox"/>	Emergency showers	<input type="checkbox"/>	<input type="checkbox"/>	Cranes and hoists
<input type="checkbox"/>	<input type="checkbox"/>	Eyewash stations	<input type="checkbox"/>	<input type="checkbox"/>	Conveyors
<input type="checkbox"/>	<input type="checkbox"/>	All injuries and illnesses reported	<input type="checkbox"/>	<input type="checkbox"/>	Cables, ropes, chains, and slings
<input type="checkbox"/>	<input type="checkbox"/>	Hazards			
<input type="checkbox"/>	<input type="checkbox"/>	Hazard communication labels			
<input type="checkbox"/>	<input type="checkbox"/>	Acids and caustics			
<input type="checkbox"/>	<input type="checkbox"/>	Solvents			
<input type="checkbox"/>	<input type="checkbox"/>	Dusts, vapors, or fumes			
<input type="checkbox"/>	<input type="checkbox"/>	New chemicals or processes			
<input type="checkbox"/>	<input type="checkbox"/>	Electrical cords in good condition	<input type="checkbox"/>	<input type="checkbox"/>	Housekeeping
<input type="checkbox"/>	<input type="checkbox"/>	Tools	<input type="checkbox"/>	<input type="checkbox"/>	Aisles, stairs, and floors
<input type="checkbox"/>	<input type="checkbox"/>	Power tools, wiring and grounding	<input type="checkbox"/>	<input type="checkbox"/>	Storing and piling material
<input type="checkbox"/>	<input type="checkbox"/>	Hand tools, lawn and grounds care equipment (condition)	<input type="checkbox"/>	<input type="checkbox"/>	Light, ventilation, and noise
<input type="checkbox"/>	<input type="checkbox"/>	Using and storing tools	<input type="checkbox"/>	<input type="checkbox"/>	Waste disposal
<input type="checkbox"/>	<input type="checkbox"/>	Floor-care equipment	<input type="checkbox"/>	<input type="checkbox"/>	Electrical disconnects not blocked
Comments or follow-up			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	Bulletin boards
			<input type="checkbox"/>	<input type="checkbox"/>	Job safety and health poster provided
			<input type="checkbox"/>	<input type="checkbox"/>	Workers' Compensation poster provided
			<input type="checkbox"/>	<input type="checkbox"/>	Emergency information posted
			<input type="checkbox"/>	<input type="checkbox"/>	Safety and Health Committee information
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	Additional Items (Print description below)
			<input type="checkbox"/>	<input type="checkbox"/>	_____
			<input type="checkbox"/>	<input type="checkbox"/>	_____
			<input type="checkbox"/>	<input type="checkbox"/>	_____
			<input type="checkbox"/>	<input type="checkbox"/>	_____
			<input type="checkbox"/>	<input type="checkbox"/>	_____

Inspector's signature	Date
Supervisor's signature	Date

Glossary

Forms are not listed in the glossary. Descriptions of the forms and any definitions of terms used in them are in the “Forms” section of this manual.

assigned protection factor. On the average, the minimum anticipated protection provided by a properly functioning respirator or class of respirators to a properly fitted and trained employee.

bloodborne pathogen. Microorganisms in human blood that can cause disease in other humans. These microorganisms include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

chemical information sheets (Material Safety Data Sheets). Written or printed sheets with information about a hazardous chemical. They are prepared and distributed with chemicals by chemical manufacturers and distributors.

contaminant. Any unwholesome or undesirable foreign substance that causes the environment to be potentially unfit for use.

contractor. A person who is not a Church employee who performs a specific job for the Church under conditions outlined in a contract.

ergonomics. A science that designs and arranges materials and equipment so that people, materials, and equipment will interact most effectively and safely. It is also called human factor engineering.

fit factor. A measure of the fit of a specific respirator face piece to a particular employee. It is the ratio of the amount of an airborne substance outside the respirator to the amount of the substance inside the respirator as determined in a fit test.

ground fault circuit interrupter (GFCI). A fast-acting circuit breaker. The GFCI will detect an electrical imbalance within milliseconds and open the circuit before a serious shock can occur.

hazard. A condition or changing set of circumstances that could cause injury, illness, or property damage.

hazardous atmosphere. Any atmosphere dangerous to life or health. A hazardous atmosphere lacks oxygen or has a toxic or disease-producing contaminant exceeding the legally established exposure limit or limits set by independent organizations.

hot work. The process of welding, cutting, soldering, grinding, and brazing with electricity or gases that create high temperatures. Hot work is extremely hazardous and requires a permit.

immediately dangerous to life or health (IDLH). Conditions, including the atmosphere, that pose an immediate hazard to life or a severe danger to health.

incident. Any unplanned occurrence, event, or sequence of events that results in:

1. Injury or illness, no matter how slight.
2. Equipment or property damage.
3. Chemical spills considered out of control or that may have contaminated the soil or entered a public waterway or sewer.

live-circuit work. The process of working on electrical equipment or transmission lines while they are energized.

manager. A Church employee who gives direction to assigned employees and carries on business affairs for the Church. A manager may have supervisors or team leaders report to him or her.

managing director. The title of a manager who directs the business affairs of a Church department.

near-miss incidents. Any unplanned occurrence, event, or sequence of events that (1) causes \$500 or less in damages to equipment but does not injure employees or (2) causes no damage but the likelihood of injury to an employee was great.

oxygen deficiency. When the oxygen level is 19.5 percent or less.

plumbed eyewash units and showers. First-aid stations specifically plumbed with water to rinse the eyes and bodies of those who come in contact with hazardous chemicals.

pneumatic tools. Tools powered by air pressure.

protection factor. The degree of protection a respirator provides against a given respiratory hazard. The protection factor is generally the concentration outside the respirator divided by the concentration inside the respirator.

protocol. A prescribed procedure or strict adherence to guidelines.

respirator. A device worn over the mouth and nose to protect a person's respiratory tract.

substance abuse. The use of alcohol or other drugs, including prescription medications not prescribed by a medical doctor, that impairs an employee's performance.

supervisor. A Church employee that oversees the work of a group of employees. A supervisor may also oversee a particular project.

volunteer. Someone who donates his or her services to the Church and is not paid a wage for the work done.

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